U. S. Department of Labor
WOMEN'S BUREAU
Washington

Complete

SURVEY OF TURN-OVER AND WOMEN'S EMPLOYMENT
AT
U. S. NAVAL AIR STATION
San Diego, California

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REPRODUCED FROM THE HOLDINGS OF THE NATIONAL ARCHIVES

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SURVEY OF TURN-OVER AND WOMEN'S EMPLOYMENT AT U. S. NAVAL AIR STATION
San Diego, California

INTRODUCTION

The U. S. Naval Air Station in San Diego was visited during November and December 1943 in making a special survey of turn-over among women employees. The survey was made for the purpose of not only ascertaining the underlying causes of turn-over, but also developing ways and means of reducing this turn-over. Verbal recommendations were made to the officers at the Station in the course of the study and at the conclusion of the survey. A written summary of recommendations applicable to the Station as a whole was submitted later. (See section on Summary of Recommendations to Reduce Turn-over Among Women). In addition, this report includes suggestions for reducing turn-over applicable to a particular department of shop.

Although turn-over is high among office workers as well as shop workers, this survey is confined to shop workers. Only women in Groups 2 and 3 civil service classifications and messengers and storekeepers in Group IVb classification are covered. The messengers and storekeepers are included because their work is closely allied to that in the shops rather than being strictly clerical.

All the women in these classifications whose terminations became effective either in September or October 1943 were selected for special case study. The date the termination became effective was used as a control, although the last day of work on the Station may actually have been many weeks prior to October or September because the Station uses the effective date of termination as a basis for reporting separations.

During September and October there was a total of 415 female terminations in Group 2 and 3 positions and among storekeepers and messengers. A special turn-over analysis was made of each woman, showing age, duration of employment, wage classification, shift worked, shop, department, and official reason shown for the termination. Every shop was then contacted to get as much supplementary information as possible on the reason why each woman left. In most cases there was an accumulation of reasons, but in classifying the women under a single cause of termination on the charts compiled, an attempt was made to determine the most dominant factor contributing to each woman's separation. However, in determining ways of reducing turn-over consideration was given to all factors, realizing there can be no single solution to turnover and cognizance must be made of minor as well as major causes.

Data were also gathered on the type of work each woman was doing to see if the nature of the job had any relation to turn-over. In each shop a complete survey was made of typical jobs performed by women to detect any special strains, hazards, or conditions which might be contributing to turn-over among women. On the whole there was little relation between work performed and turn-over. Only in the case of storekeepers and a few other jobs was there a higher incidence of turn-over and special notations of these jobs are made in the shop reports.

Working conditions, policies, and procedures were also studied with relation to turn-over. Hiring procedures, exit interviewing, indoctrination, training, wage rates, upgrading, medical program, safety program, rest-room facilities, food service facilities, women counselor program, and so forth were covered.

Charts.

(Charts have been submitted to officials of Naval Air Station.)

The turn-over rates shown on the charts are the average monthly rates during the two months studied. The usual method of computing turn-over rates, such as basing them on an average monthly personnel computed from the number employed at the beginning and end of the month, could not be used. It was difficult to get comparable employment figures on the same date in the different divisions and departments, so the number employed on one day of each month was used. In the Assembly and Repair Department the number employed September 20 and October 20 was used as a base, in the Public Works Department and Supply Department the number employed September 30 and October 30 was used. For that reason it would not be sound to compare the resulting turn-over rates on the charts with that of other plants or industries using a more refined method of computing rates. Rather the rates on the charts are chiefly of value in making comparisons between divisions and departments on the Station.

North Island activities.

The U. S. Naval Air Station is just a part of the North Island Naval Air Center activities. There are the following subdivisions of North Island activities:

Assembly and Repair Department: The Assembly and Repair Department comes under the Bureau of Aeronautics in Washington, D. C. It is the production department of the Station engaged in the overhaul, repair, maintenance, and modification of airplanes and equipment for the Naval Air Station. The planes are brought in from the war zone for regular overhaul as well as for major repairs necessitated by fleet war service. Upon completion of repairs and overhaul the planes are returned to the fleet.

Supply Department: The Supply Department supplies materials and parts for the other departments of North Island. They also provide supplies for outlying bases and the air fleet.

Public Works: The Public Works Department supplies materials and parts for the construction and maintenance of station facilities and equipment.

Operations: The Operations Department is the functional department of the station. It controls the airfields and airplanes.

Fleet Air: The Fleet Air controls the operations of fleet air forces. There is a separate Admiral in charge of this section of activities at North Island.

Naval Air Center: The Naval Air Center is composed of the following airfields: San Diego, Kearney Mesa, Otay Mesa, Ream Field, Salton Sea, Holtville, and San Clemente.

Communications:

Miscellaneous Departments: There are certain miscellaneous departments, including the medical, security, and inspection departments.

In this turn-over study only the Assembly and Repair Department, Public Works Department, and Supply Department of the Naval Air Station are included.

SUMMARY OF RECOMMENDATIONS MADE TO REDUCE TURN-OVER AMONG WOMEN EMPLOYEES AT NORTH ISLAND NAVAL AIR STATION, SAN DIEGO, CALIFORNIA

HIRING PROCEDURES (SELECTION AND PLACEMENT)

1. For careful placement it is recommended that there be brief descriptions of all jobs performed by women in the various departments, divisions, and shops. There should be established minimum and maximum requirements, or any other qualifying features for women to work in a particular division, shop, or job. This should then be used as a guide by all persons having anything to do with selection and placement of new employees.

2. The labor needs of all departments and divisions should be planned farther ahead and the labor requisitions submitted sufficiently in advance of actual needs, to permit the Labor Board and placement officers to plan their selections and placements more intelligently.

3. There should be more careful selection and placement of all new women employees and particularly those assigned to jobs requiring the longer training periods. Need for this is shown by the turn-over figures, which disclose that 50 percent of the women leaving have been employed two months or less and 63 percent have been employed three months or less. This is in contrast to the aircraft plants on the West Coast, where 22.6 percent of the women leaving during September 1943 had been employed three months or less.

4. Wives of servicemen should be placed in jobs requiring short training time. Twenty-five, or 62 percent of the 40 women who left because their military husbands were detached, had been employed three months or less.

5. There should be a more thorough preemployment physical examination for all women. The physical examination should be used as a guide in placement so as to cut down the number of persons leaving for physical unadaptability or personal illness.

6. The intake and hiring procedures should be simplified and standardized, with the number of interviews and steps involved reduced to a minimum. This will reduce the number of losses of referrals from the Labor Board.

7. All intake and placement interviewers should be more familiar with the various types of work at the Naval Air Station, so as to be in a better position to determine the type of work for which a person is qualified. The nature of the work should be explained fully before a woman is assigned to a job, to reduce as much as possible the high turn-over in the first weeks of employment.

6. Prior to employment there should be special counseling of women with small children to see that adequate arrangements have been made for care of these children. The fact that half the women leaving for child care were employed two months or less indicates the importance of such counseling prior to employment.

INDOCTRINATION

Turn-over is startlingly high among new workers. Eleven percent of the women leaving had been employed under 15 days, 19 percent left within one month, and 20 percent within two months. Thus half the women terminating employment left within the first two months. At the present time only new mechanic learners coming into the Assembly and Repair Department go through a formalized indoctrination. Some shops have their own form of individual indoctrination but there is no uniformity on this.

1. It is believed that a more thorough and comprehensive indoctrination of all new workers to familiarize them with the Station, its rules and regulations, procedures, types of work, and so forth, would do much to cut down high turnover among new employees. There should be at least a one-day indoctrination of all Group II and III workers and storekeepers and messengers in Group IVb.

2. The women's safety coordinator should talk to all new women employees during their indoctrination, to explain the importance and purpose of safety rules, clothing requirements, work hazards, and so forth.

3. The new program of women coordinators should be fully explained.

4. There should be a thorough and repeated explanation of payroll deductions, computation of overtime, deductions for tardiness, upgrading and reclassification of workers, and so on. Failure to understand such wage matters was reported a source of irritation to some women, and a thorough explanation in the beginning will create less misunderstanding later.

5. Attached to these recommendations is an outline of material that it might be well to include in such an indoctrination program.

TRANSFER AND EXIT INTERVIEW BUREAU

1. Though there seemed to be leniency in granting transfers and working out arrangements for those not satisfied with their work, there could be a better procedure for handling transfers. It is recommended that there be a central transfer bureau for the entire Station through which all transfers are cleared aside from those made within divisions of departments. A worker handled through this bureau could be reassigned to some other division or department on practically the same basis as a new employee. This transfer bureau would have a record of the labor requisitions for the entire Station and would thus be in

a better position than a shop foreman or division superintendent to know where the person can best be reassigned. It would also enable women who cannot work Sundays to get into a department where Sunday work is not required. Comment on a woman's personal record should not be sent to her new place of employment, as personalities involved in her former job may prejudice those in her new work assignment.

2. The exit interviewers and transfer interviewers could be the same people. because their functions could be interrelated.

3. At the present time all workers leaving the Station are supposed to clear through the central personnel office for an exit interview. In actual practice 20 to 28 percent are never interviewed because they leave on the night shift or Sunday, or have a special pass for getting off the Station. Those who do report for an interview have already passed through 13 stages of clearing off the Station, which makes the possibility for salvage very slight.

It is recommended that after the immediate supervisor and the women's coordinator have been unable to effect an adjustment to keep a woman, she should immediately be referred to the central personnel office for an exit interview.

4. Under the new system of women's coordinators one of the major functions of the coordinators will be to remove causes of turn-over. If the dissatisfaction of the individual is not caught by the coordinator the supervisor should immediately refer the woman to the coordinator so that the real reason for dissatisfaction may be known and overcome if possible.

5. It is recommended that a woman exit interviewer talk to each woman expressing an intention to leave, as a woman will be in a better position for determining the real reason for leaving and more likely to be successful in working out an individual adjustment.

6. The exit interviewers should check with the individual shop after a woman actually leaves the Station. In clearing with the shop on the reason for a woman's leaving, there can perhaps be a clarification of ways and means of cutting down turn-over. It places more responsibility on each shop in working out adjustments to keep workers.

WOMEN'S COORDINATOR SYSTEM

1. There should be a comprehensive, well organized plan for the coordination of women's activities for the entire Station. There is a definite feeling on the part of management at the Station that the system in force up until a short time ago was entirely inadequate. Steps have been taken to revise and enlarge the program and an outline of the coordinator's system which has proved practical in other Naval establishments was submitted. A copy of this plan, together with suggestions on how to fit it into the Station's plan of organization, is attached.

PERSONNEL RECORDS

1. There should be uniform records and forms for handling all personnel matters. There should be uniformity as to where these records are kept.

2. There should be standardized and periodic reporting of the number of men and women employed, noting sex, department, division, job classification, and shift. This information should be coordinated in a central personnel office.

3. There should be a uniform method of reporting terminations by sex, age, length of service, wage classification, occupation, division, department, shift, and cause of termination. As full an account as possible should be given concerning the cause of termination of each person. The exit interviewer can get this information if a centralized system of exit interviewing is established.

MEDICAL

From the study of turn-over records more women were found to have terminated for reasons of personal illness and physical unadaptability than any other single cause.

1. A more thorough physical examination should be given all female applicants. Special attention should be given to examination of the legs and feet because of the many jobs requiring standing and climbing all day long, and working on concrete floors and runways.

2. The findings from the medical examination should be used as a guide in placement. Any physical defect that may affect a woman's performance on the job should be recorded on some form which becomes a permanent part of the personnel records in the division where the woman is employed. This should be referred to in making any reassignments or transfers.

3. Effort should be made to give a physical examination to as many as possible of those who leave for personal illness or physical unadaptability. The medical officer should get a complete record on all such cases to ascertain whether the nature of the work had any bearing on the woman's health, or how the woman could have been more wisely placed.

4. There should be a broader nonindustrial medical program, such as giving special care to women suffering from menstrual disturbances. A central sick bay is recommended or several sick bays, where women could lie down for an hour or two, or there could be supervised use of cots in rest rooms.

5. There should be a complete running record kept on each person reporting to the dispensary for either industrial or nonindustrial care, noting results of the original medical examination, accidents, and all care or treatment given. This record should show the department, division, and type of work performed by the individual.

6. There should be a much more simplified method of referral to the dispensary.

7. Dispensary facilities should be expanded. The dispensary should be open for swing-shift workers as well as for those on day shift.

8. There should be periodic physical examination of women in all occupations that might prove detrimental to health over a period of time.

9. There should be a written Station policy on the employment of pregnant women.

SAFETY

1. A woman safety coordinator should be employed for the entire Station. She should be in a position to recommend adjustments in job procedures, equipment, and assignments. She should watch for cumulative fatigue, job strains, and hazards peculiar to women. She should have the same enforcement authority as the male safety inspectors. She should concern herself primarily with women workers, but her functions should not be entirely confined to them.

2. The woman's safety coordinator should talk to all new women employees at the time of their indoctrination.

3. There should be a more uniform enforcement of safety rules and regulations.

CHILD CARE

Child care was one of the predominant reasons given for women leaving: 8.4 percent left for child care, ~~1.7~~ 1.4 percent because of household duties, and ~~1.9~~ 5 percent because of illness or death in family. Those not mentioning their children quite possibly were child-care cases also, so undoubtedly over 10 percent left for child-care reasons.

1. A thorough survey should be made among all mothers at present employed on the Station to find out the numbers and ages of children, place of residence, provision made for care of children, type of child-care service needed or desired, and any special child-care problems the women may have. This should be done by interviewing each woman personally and explaining the purpose of the survey, so that there will be uniform and accurate reporting of the information.

Only with such information can community child-care facilities be intelligently planned. The local child-care committee in San Diego will not put in Sunday care, 24-hour care, or additional facilities for children under 2 years unless it has absolute proof of need for such services.

This information should become a part of every woman's personnel record for future reference.

2. There should be more counseling on child-care problems before a woman is hired. The number and ages of her children, and provision for their care, should become a permanent part of each woman's personnel record. Rigid standards of what constitutes adequate child care should be conformed to in assigning women to jobs requiring considerable training. This can be justified on the basis of knowing that 19 out of ~~26~~ 35, or 54 percent, of the women leaving for child-care reasons in September and October, were employed three months or less.

HOURS AND SHIFTS

1. Women with young children should be allowed to work the day shift until there is 24-hour care for children in the community.

2. There should be as much leniency as possible in allowing women to work six days a week with Sundays off. The system of rotating the days off is believed to contribute to turn-over among women because -

(a) Women whose husbands have Sunday off are likely to find that their husbands object to their working on Sundays.

(b) Absenteeism among women usually is high every seventh week when they must work a 10-day stretch before getting a day off.

(c) There are no facilities for child care on Sundays, so women with young children should be allowed to have Sunday off at least until such facilities are available.

WAGE RATES AND RECLASSIFICATIONS

1. Increment increases for Group 2 workers are possible at the end of 30 days, whereas it takes 18 months for a CAF worker to become eligible for an increment increase. This creates dissatisfaction among storekeepers, who are in constant touch with Group 2 workers. The general feeling is that it is the slowness of promotion rather than the low base pay that makes women lose interest in their jobs as storekeepers and messengers. Reducing the time for increment increases among CAF workers undoubtedly would lessen turn-over in this group.

2. Another method of reducing turn-over among storekeepers assigned to toolrooms and stockrooms in the Assembly and Repair Department would be to place them on an equal pay basis with Group 2 jobs demanding comparable skill and ability. The nature of the job probably prohibits a journeyman's rate, but it should be possible to justify a ceiling of helper maximum on this work. Since many

storekeepers make minor repairs on tools, electric cords, etc., this Group 2 classification would not be a misassignment.

3. There are women employed in the parachute shop and on fabric and upholstery work, who are in Group III classifications, these being woman-employing occupations since before the war. Aside from these there are only two women in the Assembly and Repair Department with journeyman's ratings; one is a radio mechanic and the other an electrician. Though the training department has set up a practical method whereby a woman may get her journeyman's rating, she must be recommended for such training by her supervisor. Since only two women are so rated, this may indicate discrimination against women on the part of supervisors empowered to make recommendations. Job classification records should be checked by the training department, and when a woman has attained the helper maximum rating her eligibility for journeyman's training should be discussed with her supervisor. The supervisor should either recommend her for this training or refuse recommendation, valid reason in writing.

DISCHARGES

Seventeen percent of the terminations from the entire Station and 20 percent of the terminations for Assembly and Repair were due to discharges. This seems abnormally high.

1. More attempts should be made to work out remedies for irregular attendance and unauthorized leave before they become chronic. There may be legitimate reasons for such irregular attendance among women with household and family responsibilities, which could be worked out if more effort was made to do so.

2. The majority of those discharged for failure to return or irregular attendance had been employed the very short time of less than 15 days and under one or two months. This would indicate need for more careful screening of applicants.

3. There should be a uniform administration of the policy on discharging workers for irregular attendance or unauthorized leave.

4. A person's efficiency rating can be lowered by poor attendance to the extent of being a basis for discharge. In this connection there should be some distinction between avoidable and unavoidable absence. This is particularly true among women who have family responsibilities that may be the cause of absenteeism. For instance, child-care agencies refuse the care of children when they are ill and this may be the cause of frequent absenteeism among mothers.

5. Some of the discharges are due to "failure to qualify". It may be that some supervisors are basing their estimates of individual performance too much on pre-war standards of production while dealing with women who may take longer to attain full efficiency on the job.

REST-ROOM FACILITIES AND REST-ROOM PROCEDURES

1. A complete survey should be made of all rest-room facilities for women, showing the size, number of wash basins, toilets, lockers, tables, benches, stools, soap-dispensing machines, cots, provision of heat, showers, and so forth. The condition of equipment and facilities and state of cleanliness should be noted. Included should be the number of women on each shift who use each rest room.

2. Each department or division should work out a policy on rest periods and use of rest-room facilities. Determination of whether it is more practical to have all women leave at one time or take their rest period at the convenience of their work is dependent on the available facilities and the nature of the work of the division.

3. Regulation or rest-period time in rest rooms should not be left to the matrons, but should come under the supervision of the woman's shop coordinator.

WORKING CONDITIONS

1. A high incidence of colds was found among storekeepers who left the Station. The Bureau of Yards and Docks has specified that the temperature of storehouses must be between 45 and 55 degrees. If women are to work all day in this temperature it is essential that they have adequate means of getting warm in an easily accessible room.
2. Low portable platforms or steps should be provided and used where women are doing work that requires climbing in and around planes. This will reduce the strain of climbing up on the planes and the jar caused by jumping down.
3. There should be provision for more rolling stands for moving heavy parts on which women are working. This would eliminate much of the heavy lifting that women are doing in some of the shops.
4. In some shops there could be provision for more chairs with backs where women are seated all day at their work.
5. In the engine-overhaul division better washing facilities should be provided, as much of the work is very dirty. There should be showers and a place where workers can change and store their work clothes.
6. The illumination is substandard in several of the Supply Department storehouses. New shelving has been the partial cause. Adequate light should be provided as soon as possible because storekeeping involves much paper work and stock must be quickly and correctly identified.

TRANSPORTATION

1. Arrangements should be made for direct bus service between the Plaza and the ferry landing at the changes of all shifts, to avoid the necessity of having to make so many bus and streetcar transfers.

2. There should be more parking space on the San Diego side of the ferry landing.

3. There should be additional shelters on the ferry landing on each side so that workers will not get wet from standing in the open waiting for the ferry. This would reduce the number of those suffering from chronic colds and possibly bring about a decrease in the number leaving for personal illness.

MATERIAL SUGGESTED FOR INCLUSION IN INDOCTRINATION COURSE FOR WOMEN

Welcoming talk.

Give data material such as safety booklets, personnel booklets, etc., current issues of any plant publications. Explain that material in booklets will be gone into ~~a~~ in detail orally.

Relation between civilian employees ~~on~~ in Civil Service and the Navy.

Explain departmental set-up and the work of each department in relation to the production aims of the whole.

Explain line of civilian authority.

Yard and shop coordinating or counseling system for women.

Personnel policies: Sick leave, annual leave, vacations, safety, medical procedures, wages and salaries, suspensions and discharge, grievance procedure.

Training, advancement, and transfer. Efficiency-rating system.

Aircraft nomenclature.

Navy Line Authority.

Safeguarding military information.

Information of value to women on: Housing, transportation, rationing, child care.

Identification badges: Explanation of numbers and information printed thereon, what to do if forgotten, etc.

Musters and reinstatement policies.

Dispensary: Type of service, proper method of being admitted, compensation.

Safety talk by woman safety coordinator. Clothing regulation, etc.

Personal information:

Conduct on job.
Rest-room loafing.
Relation between men and women on the job.
Food.
Rest habits.
Physical cleanliness and care.

Station tour.

NUMBER EMPLOYED AND LABOR SUPPLY

Before Pearl Harbor women were employed chiefly in the parachute shop and fabric shop as power machine operators, hand sewers, and so forth. There was a gradual expansion in women's employment until they now are employed in almost every type of work on the Station. Cut of grand total of 7,110 employees in September 1943 there were 2,591 ~~2,691~~ women, so ~~or~~ women composed 40 percent of the work force.

It was estimated that women would ultimately compose 60 to 65 percent of the work force. The table below shows that in recent months more women than men are being hired.

(1943)	TOTAL EMPLOYED		SEPARATIONS		ACCESSIONS	
	All Employees	Women	All Employees	Women	All Employees	Women
Sept. 1	7,110	2,891	685	329	682	360
Aug. 1	7,113	2,860	630	301	879	453
July 1	6,864	2,708	474	247	757	407
June 1	6,581	2,548	467	NR	705	NR

(NR - No records maintained on separations and accessions by sex prior to June 1943.)

EMPLOYMENT BY CIVIL SERVICE CLASSIFICATION, SEX AND COLOR - SEPTEMBER ~~30~~, 1943

	Total	Women	Nonwhites
Group II	2,687	1,847	575
Group III	2,644	130	76
Group IVA	240	4	5
Group IVB	1,539	910	10
Total	7,110	2,891	666

Employment by Department, Sex, and Civil Service Classification - September 30, 1943

Department	Grand Total		Group II		Group III		Group IVa		Group IVb	
	Total	Women	Total	Women	Total	Women	Total	Women	Total	Women
Total	7,110	2,891	2,687	1,847	2,644	130	240	4	1,539	910
Assembly and Repair	4,350	1,820	2,023	1,418	1,807	97	158	4	362	301
Public Works	949	180	362	99	451	29	40		96	52
Supply and Accounting	1,082	598	229	89	180	4	32		641	505
Naval Air Center	279	35	73	4	102		10		94	31
Administration	450	258	NR	NR			NR	NR	NR	NR

NUMBER EMPLOYED AND LABOR SUPPLY

Peak employment: It is estimated that peak employment of 15,000 will be attained in January 1945. This will more than double the September 1943 work force of 7,110.

Source of Labor:

Enlisted men are employed throughout the Station working side by side with civilian personnel. The Station may have a ratio of one enlisted man to every civilian. Some WAVEs are soon to be brought into the shops as production workers and they will be counted as part of the military personnel.

No outside recruiting is being done because there is no housing for new workers brought in from outside San Diego. The 11th Naval District Labor Board never has done any recruiting out-of-state for the Station.

A great number of the workers ~~presently~~ now employed came from the midwest and southwest including such States as Illinois, Missouri, Oklahoma, Arkansas, Kansas, and Texas. It has been found that turn-over is apt to be higher among this group. A number of women who formerly worked at Consolidated-Vultee in San Diego are now working at the NAS.

TURN-OVER RATES BY DEPARTMENT, SEX, AND CIVIL SERVICE CLASSIFICATION - September 1943

	Number Employed		Total Separations			
	Total	Women	Total	Turn-over rate	Women	Turn-over rate
Group 2	2,687	1,847	413	15.4	225	12.2
3	2,644	130	122	4.6	4	3.1
4a	240	4				
4b	1,539	910	150	9.7	100	11.0
Total	7,110	2,891	685	9.6	329	11.4
Assembly and Repair Department						
Group 2	2,023	1,418	284	14.0	165	11.6
3	1,807	97	76	4.2	2	2.1
4a	158	4				
4b	362	301	46	12.7	42	14.0
Total	4,350	1,820	406	9.3	209	11.5
Supply and Accounting Department						
Group 2	229	89	48	21.0	23	25.8
3	180	4	9	5.0	1	25.0
4a	32					
4b	641	505	70	10.9	68	13.5
Total	1,082	598	127	11.7	92	15.4
Public Works Department						
Group 2	362	99	56	15.5	2	2.0
3	451	29	20	4.4	1	3.4
4a	40					
4b	96	52	4	4.2		
Total	949	180	80	8.4	3	1.7

The table above is based on employment figures supplied by the central personnel office of the Station

HIRING PROCEDURE AND EXIT INTERVIEWS

The 11th Naval District Labor Board in San Diego serves all Naval activities in the San Diego area, and in Arizona around Phoenix and Tucson. The Naval Air Station and the Naval Supply Depot in San Diego are the two largest employers of women serviced by the Board. The Labor Board is located a short distance from the ferry landing on the San Diego side at 502 Kettner Boulevard.

The Labor Board has a representative at the USES who makes referrals direct to the Naval Air Station. Since the new West Coast Manpower Control program went into effect 50 to 60 percent of the workers clear through the USES primarily to get their availability certificates. North Island is one of the industrial plants in San Diego with the highest labor priority.

Labor Requisitions

Most women come into the Naval Air Station on either the classified laborer register or mechanic learner register. There is a labor requigiton for an unlimited number of female mechanic learners (IVb) for the Assembly & Repair Department. Aside from that, new requisitions are continually sent in for specific numbers of workers in different job classifications. These requisitions are made out for ten workers at a time, but if more than ten workers are needed additional requisitions for ten are merely submitted at the same time.

When a person comes in with qualifications for work other than that for which there is an outstanding requisition, the person is referred to a department or division on the Station for an interview. If the department or division wants the person, a special requisition requesting that person is transmitted to the Labor Board.

New orders for IVb's come in every day. These same orders are given to the USES. The Labor Board is usually able to fill only about one-third of the requisitions from the Station. November 17, 1943, there were the following outstanding requisitions on file from the Naval Air Station.

Electrician, Int.	11
Electrician, Min.	6
Machinist, Int.	5
Radio Mechanic, Int.	10
Metalsmith, Aviation, Int.	10
Sheetmetal Worker, Int.	10
Automotive Mechanic, Int.	33
Die Sinker, Min.	10
Sandblaster, Min.	13
Laborer, Classified, Max.	45
" , " , Int.	12
" , " , Min.	7
Mechanic Learner, Min.	66
	238

From observations at the Labor Board it seemed that the labor needs of all departments and divisions could have been planned farther ahead and labor requisitions submitted farther in advance of immediate needs. This would enable the Labor Board and placement officers to carry on a more intelligent selection and placement of new workers.

Civil Service Requirements for work at Naval Air Station

Mechanic Learners:

Eighth grade graduate - Assembly and Repair and Public Works require an eighth-grade education for mechanic learners although some exceptions are made. The Supply Department does not require this.

Age: Boys cannot be taken in as mechanic learners unless they are over 16 years but under 17½ years of age. They must be able to put in a full six months on the Station before there is a possibility of their being drafted. Girls at 16 years of age are hired if they are married or have completed high school. There is no maximum age limit.

Citizenship: Must be citizens of the United States.

Weight: Maximum weight allowed is 2.6 pounds per inch, and minimum weight allowed is 1.4 pounds per inch.

A mechanical aptitude test used to be given all mechanic learners but this has been discontinued. It did not prove a good criterion of a person's actual mechanical ability. As an experiment one of the best foremen in one of the shops took the test and failed.

Laborer, Classified:

Age: Minimum age of 18. Girls who are 16 will be hired if they are married or have completed high school.

Citizenship: Must be a citizen of United States.

Physically fit: There is no weight limitation on laborers, but they must be physically fit.

Education: There is no educational requirement. Many of those applying now do not have an eighth-grade education. Some cannot read or write, and they must pass a test to distinguish such signs as "Danger", "Keep Out", and so forth.

Availability certificate: All workers must have an availability certificate in conformity with the West Coast Manpower Control program. The Labor Board has power to write availability certificates if the person has a release from his former employer but no certificate. If he has no release papers he must go to the USES for clearance.

Felony record: The Civil Service Commission says that a person who has committed a felony shall not be barred from employment unless he has served one year and one day. However, the NAS will not accept anyone who has been convicted of a felony even though he has not served time of one year and one day.

Physical requirements: Preemployment physical examinations are given both at the Labor Board and the dispensary at the NAS. Physical examinations are not given before a person has been accepted for appointment. Referrals of mechanic learners are made to A & R before the physical exam because the Station does not want to give physical examinations to persons who will not be hired.

At the present time the physical examinations are not very thorough. There are a number of examples of where women certified for "arduous" duties had to leave the Station after a month's or two months' employment because of personal illness or inability to perform the duties of the job. Many of these women had doctor's certificates to substantiate their inability to continue work.

Women are accepted for "moderate" duties but the NAS must certify that it will accept the worker and it may qualify the conditionsof employment. Those certified for less than "arduous" duties are sent to the dispensary for an examination. The medical officer checks with the shop in which the person is to be employed to find out if the work will be detrimental to the person's health. There must then be a medical referral from the Labor Board on a Form 328 for all who do not meet the standard physical requirements. The appointing officer must sign the form and certify that the person will be accepted.

A copy of the form is kept at the Labor Board and in the departmental office, but no record of the nature of the person's health defect is kept in the shop office where the person is employed. The foreman is verbally told of the person's not meeting the physical requirements, but there is no record of this for future reference by other foremen who may want to shift the person on some other type of work.

More men than women are rejected on physical requirements. Hernia and heart trouble are the main causes of disqualification among men.
The following are some of the types of physically handicapped employed:

Hypertension
Defective vision
Hernia
Deafness (total)
Blind in one eye
Stiff knee
Hard of hearing
Short leg
Hunchback deformity
Artificial limb
Finger missing
Hand amputated
Arm amputated
One eye missing
Webbed fingers

Intake procedure

Receptionist: The receptionist gives the person a Civil Service Form 60 to fill out, and later checks it to see if it is filled out properly. Many of the women coming in know practically nothing about the work at the NAS, and very little explanation is made of the work by the receptionist who is not too familiar with the work at the Station.

The receptionist has recently started asking women what provision they have made for care of their children, and each woman is asked to fill out a form showing the numbers and ages of the children and how they are cared for. This form goes to the Civilian Personnel Division of the Labor Board for special survey purposes and it does not become a part of the woman's personnel record. None of the records show the marital status of the women nor the numbers and ages of their children, or any other dependents.

Bar and Flag File: After the woman has filled out the application form her record is checked against the "bar and flag" file. This file contains the name of every person in the United States who has for some reason been barred from further Civil Service appointment.

Rating Examiner: The rating examiners check the Civil Service application, availability certificate, age, citizenship, previous experience, and so forth. On the basis of this, he declares a person either "eligible" or "ineligible" for employment and places the person in a certain job classification. Applicants are no longer rated within a job classification because there are no registers to draw upon, and every person is just declared "eligible" or "ineligible."

Employment references cannot be checked before the person is employed, but they are checked later.

If a person is born in the USA, birth certificates are not required because of the close check through Naval Intelligence.

The rating examiners have been through the shops at the Station so they know more about the work than the receptionists, and are in a better

position to explain the nature of the work to the applicant. However, they should know more about the work in the various shops if hiring for the NAS is to be more centralized.

Fingerprinting, Naval Intelligence, etc.: Those who are hired directly at the Labor Board are fingerprinted, given their oath of office, given their declaration of appointee, and their papers are checked at the District Naval Intelligence office before referral to North Island. It takes one to two hours to check a person's papers through the District Intelligence Office. Those who are sent over to North Island for an interview before being hired must come back for all these steps in the hiring process before their papers are completed.

Referrals and Placement from the Labor Board

The Supply Department and Public Works Department have the Labor Board hire all employees directly. The placement on a specific job, of course, takes place after a person gets to the N.A.S.

The Assembly and Repair Department wants to screen all its own employees except for laborers. Laborers are hired directly at the Labor Board. Laborers are then sent to the Central Personnel Office of the NAS where the nature of the work they will be doing is explained more fully, they are told about the combat team system which involves Sunday work, and are told about the change of shifts every three months. If a woman cannot work Sundays or cannot work nights, she is then shifted over to some other Department where this will not be necessary. (This is a new procedure which was put into operation during the course of the turn-over survey.) If the woman finds that she can work as a laborer under the conditions set forth, she is referred to the A & R personnel office for assignment to some particular division or shop where laborers are needed. The work is either shown to her or explained to her and the actual job assignment made in the shop.

Aside from laborers all other applicants for A & R are sent to the A & R personnel office or vestibule shop for further interview before they are ever hired at the Labor Board. All female mechanic learners are sent to the vestibule shop for an interview. They are asked if there is any special type of work that they are interested in, and if there is, an attempt is made to place them in training for that work. Most women have no idea as to what type of work they want to do, so they are assigned to the training class where there is the greatest demand for new workers and where the person seems most suited on the basis of past experience. This vestibule shop has not found that women object to one type of work more than another.

For several months the vestibule shop tried letting the women look around at the different types of work available before assigning them to a training class. It was found that this did not work out so well because sometimes a woman would see a type of work that she wanted to do, and there were no openings in those training classes. Women were also apt to make up their minds prematurely that they would or would not like certain types of work.

During the vestibule-shop interview the women are also told about the combat team system, rotation of shifts every three months, wearing of safety clothing, wage rates and promotions, tardiness, etc. They are asked about provisions made for caring for their children if they have children, but not much detail is gone into on this, and little attempt is made to work out individual child-care adjustments. The women are asked to have all personal matters taken care of before reporting for work.

If a woman can only stay a couple of months because her service husband may be transferred, the vestibule shop prefers not to take her but so many women cannot anticipate when their husbands might leave. Some applicants decide not to work in A & R as a mechanic learner because they do not want to work nights, do not want to work Sundays, or they decide they do not like the work. Some of those interviewed are merely shopping around for jobs, and about 25% of those shopping around do come back later. If a woman decides she would sooner do office work than shop work she is sent to the central personnel office for an interview. Or if she seems more qualified or interested in a classified laborer's job she is referred to some shop in A & R where there are openings for female laborers.

The actual job placements are handled differently in the various departments at the NAS. Placements are usually made by the supervisor of trainees, the division superindentent, or the foreman. Sometimes those claiming special skills are asked to demonstrate the work they can do before being given a final job rating.

None of the departments have written job descriptions or requirements, and the qualifications which a person should have for a certain type of work are wholly a matter of individual observation or verbal information passed on from one person to another. It is recommended that a brief description be made of all jobs performed by women in the various departments, divisions, and shops. Minimum and maximum requirements should be established, or any other qualifying features for women to work in a particular job. This should then be used by all persons having anything to do with the selection or placement of new workers.

Woman's Counselor

All Group 2 and 3 women coming into A & R are supposed to report to the woman's counselor. She is to counsel the women on child care, work clothing regulations, housing, transportation, etc. (See section on women's counselors.)

IVb Employees

IVb employees are handled through a different procedure than the Group 2 and 3 workers. They are referred from the Labor Board to the central personnel office at the NAS where they are interviewed again and assigned to a

specific shop or division. All the personnel records for IVb workers are kept in the central personnel office. Personnel records for Group II and III workers are kept in the departmental and divisional offices.

If a person is sent from the Labor Board as a IVb and it is decided that she should be in a Group II or III classification she must go back to the Labor Board to fill out a whole new set of papers.

General Comments on Hiring Procedure

It is estimated that 50% of those referred from the Labor Board to the Station are never hired because of the long and involved hiring procedure. It takes about one day to go through all the steps of the hiring procedure, the trip back and forth on the ferry being very time consuming. November 4 to November 15 inclusive, 162 referrals were made from the United States Employment Service to the NAS, but only 33, or 20%, reported to the Station. There is no information as to what happened to the others.

Exit Interviews

Under the A & R Department Order 33b, supervisors must first attempt to effect on adjustment to keep an employee when he declares intention to resign. This should be done through possible "reassignment to other work, by a transfer, or otherwise." If the supervisor can make no adjustment then the Division Superintendent is to take up the matter with the employee. If he, too, fails then an official letter of resignation is to be prepared stating the "full reason" for terminating as obtained from the employee. In some exceptional cases even the A & R Officer or the A & R Executive Officer may talk to an employee when the reason for leaving is questioned and there seems some possibility of salvage.

All workers leaving the Station are supposed to go through the exit interview office of the central personnel department for the NAS. In actual practice 20% to 28% get off the Station without such an interview. In July, August, and September 1943, 21.3%, 22.4%, and 28.2% of those leaving the Station

get off without an exit interview at central personnel. Those working Sundays, those working the night shifts, and those with special passes because of being servicemen's wives, can get off the Station without clearing through this office, and this is the group missed.

At best, the personnel office does not get to see the person leaving until she has already cleared through 13 other places and is practically off the Station. This makes the possibility of salvage negligible.

(See recommendations on Hiring Procedures, and Transfer and Exit Interview Bureau.)

INDOCTRINATION OF FEMALE EMPLOYEES

The chart of terminations by duration of employment shows 11.1% having left under 15 days, 19% left after one month, 20% left in two months, and 13.5% left in three months. Thus, 63.6% left with three months or less in duration of employment. This is an abnormally high proportion leaving with such a short span of employment. The Aircraft War Production Council turn-over report for Pacific Coast Aircraft plants for the month of September 1943 shows that 22.59% of the women left within the first three months of employment, and 25.84% left within the first four months of employment. The latter figure is to be compared with the 73.5% of the women at North Island who left within the first four months of employment.

At the present time the only women getting any formal indoctrination or induction training are the inexperienced mechanic learners coming into the Assembly and Repair Department who go through the vestibule shop. None of the laborers coming into Assembly and Repair, and none of the mechanic learners or laborers coming into either the Public Works Department or Supply Department receive any formal indoctrination.

Certain shops have an informal indoctrination of individual workers by the Division Superintendent, supervisor of trainees, personnel assistant, or foreman. The person may be taken out into the shop and shown the different types of work on which women are employed. Shop regulations, child-care problems, transportation, housing, etc. may be discussed. However, there is no uniform plan for such individual indoctrination and it is not systematized for complete coverage of all women coming onto the Station.

It is believed that turn-over among new employees could be appreciably diminished through an indoctrination of at least one day of all new female workers in Group II and III positions, and storekeepers and messengers. The value of such induction training in adjusting new workers to their surroundings, developing an an understanding of the industrial establishment, impressing them with the importance of their work and staying on the job, and giving them information on regulations and procedures is recognized by many large industrial establishments.

The Assistant Secretary of Navy's Office sent out a suggested induction training schedule on Sept. 7, 1943. The Commandant's Office of the 11th Naval District transmitted a copy of this to all District activities employing civilian personnel. (See [illegible] ~~attached copy~~)

An outline of suggested points to be covered in an indoctrination program for women has been included in the recommendations to the Station.

COMMANDANT'S OFFICE
ELEVENTH NAVAL DISTRICT
SAN DIEGO, CALIFORNIA

ND11/LL/HE(12)
A16:ks
Serial V-350

21 September 1943

MEMORANDUM

To: All District Activities Employing Civilian Personnel.

Subj: Induction Training.

Ref: (a) AstSecNav(SED) ltr SOSED-1B-SCW dated 7 September 1943.

1. The text of ref. (a) and its enclosure is quoted for information.

"Enclosure: (A) Mimeographed statement and outline of induction training.

"1. Induction (Indoctrination) Training for new employees is of great importance now that increasing numbers of wholly inexperienced new workers are being employed at the navy yards and other shore stations. Where such training has already been established its value has been fully demonstrated.

"2. Enclosure (A) herewith is forwarded for its possible suggestive value to local management in connection with the organization of induction training.

/s/
Frank Cushman
By direction

ENCLOSURE (A):

"SOSED-1B-SCW
7 Sept. 1943

INDUCTION TRAINING FOR NEW EMPLOYEES

"OBJECTIVES.

There are at least four principal objectives which should be recognized in connection with a Program of Induction (sometimes called Indoctrination) Training for new employees, as follows:

1. To develop a general understanding of the organization of the Naval Establishment with special emphasis upon the functions of the Navy Yards and other Shore Stations and their services to the Navy.
2. To assist new employees in becoming acquainted with their new surroundings and adjusting themselves to their new working environment.

3. To develop, on the part of new employees, a proper realization of the importance of their jobs and the contribution they will make to the war effort.
4. To provide new employees with needed information concerning rules, regulations and procedures to be observed by them in their employment and to develop an understanding of all essential points.

"DISCUSSION

For the attainment of these objectives, the outline which follows is intended to be suggestive only. It may, however, be pointed out that there appear to be definite advantages in presenting the topics outlined for the first three sessions, totalling 4 hours, as soon as possible subsequent to employment - preferably the first day on the job. Also, there would probably be some advantages in deferring the material listed for the fourth session until the second or third day of employment - possibly even later. It is further believed that a presentation of the topics listed for the fifth session will be most profitable if held over until about the second week on the job. Occasional additional sessions may well be arranged for at appropriate and convenient intervals to further the morale building effort. Such additional meetings, utilizing appropriate motion pictures, lectures and informal talks to help keep the organization 'pepped up,' need not be restricted to new employees but might well be made available to older workers also.

SUGGESTED OUTLINE OF INDUCTION TRAINING COURSE.

"1. First Session - Group meeting (90 min.) for all new employees - First day.

Subject: The Naval Establishment, Navy Yards and other Shore Stations and the services rendered by them to the Navy.

a.	Presentation of the general topic	20 min.
b.	*Motion picture suitable for general topic	30min.
c.	The job of this yard (or station)	20 min.
d.	Motion Picture - "Safeguarding Military Information"	10 min.
e.	Explanation of plans for subsequent meetings	10 min.
	Total	90 min.

"2. Second Session - Group meeting (90 min.) for all new employees - First day.

Subject: General Information for New Employees.

a.	Working hours; checking in and out; lunch period; shift assignments; time cards.	15 min.
b.	Rules and regulations; identification; traffic; parking; work clothing.	15 min.
c.	Safety - talk by Safety Officer	15 min.
d.	Motion picture on Safety and Accident Prevention	15 min.

e.	Plant security - identification; smoking; fire prevention	15 min.
f.	Location and use of cafeteria; rest rooms; first aid and medical facilities; air raid shelters	15 min.
	Total	90 min.

"3. Third Session - Group meetings (60 min.) for each shop to which new employees are to be assigned - First day.

Subject: Specific Shop Information for New Employees

a.	General explanation of work of shop	10 min.
b.	Explanation of shop organization	15 min.
c.	Special shop rules and regulations	15 min.
d.	Location of tool room and system used for caring for tools	10 min.
e.	Stowage of street clothing and personal belongings	10 min.
	Total	60 min.

"4. Fourth Session - Group meeting (90 min.) for all new employees - Second or Third day.

Subject: Specific Plant Information for New Employees

a.	Wages; overtime; pay days; deductions from pay, etc.	20 min.
b.	Leave regulations - sick leave and annual leave	20 min.
c.	Efficiency ratings	20 min.
d.	General plant organization	30 min.
	Total	90 min.

"5. Fifth Session - Group meeting (90 min.) for all new employees - during Second Week.

a.	Civil Service regulations	20 min.
b.	Retirement pensions	20 min.
c.	Employee's services	20 min.
d.	Other essential information and questions	30 min.
	Total	90 min.
	GRAND TOTAL	7 hours

"*The following motion pictures, now available, are suggested:

The Navy Ashore	MN-140
Ships of the U. S. Navy	MN-13
Planes of the U. S. Navy	MN-12"

2. Should say activity in the District be interested in the development of such a program and desire assistance in this connection the service of either Lt. R. W. Miller, USNR, Liaison Officer for Vocational Training, Long Beach, Calif., or Lt. W. G. Albrecht, USNR, Acting Vocational Training Officer, District Civilian Personnel Office, San Diego, Calif, is available.

F. P. TRAYNOR,
District Civilian Personnel Officer,
11th Naval District

BY:
C. G. OSBORN
Lieutenant, USNR

Distribution
List "D"

HOURS

An eight-hour day, 48-hour week, six-day week is the regular work schedule in the Supply and Accounting Department and Public Works Department. The Assembly and Repair Department has a "combat team" system of working five days and having the sixth day off.

The usual day-shift hour schedules in all departments are: 7 AM - 3:30 PM; 7:30 AM - 4 PM, 7:45 AM - 4:15 PM, 8 AM - 4:30 PM. Exceptions are bus drivers, who may choose 6 AM - 2:30 PM & 9 AM - 6 PM.

The most common swing-shift schedules are:

3:30 PM - 12 PM
3:45 PM - 12:15 AM
4 PM - 12:30 AM
4:15 PM - 12:45 AM

Overtime

In the machine division of A & R the work schedule is from 7 AM - 4 PM and 4 PM - 1 AM, this division being on an 8½-hour day rather than 8-hour day.

In the metal division of A & R there is now a nine-hour day with the day shift running from 6 AM to 3:30 PM and the swing shift from 3:45 PM to 1:15 AM. This nine-hour day was started in November 1943 because of a lag in work orders in the division. The intention is to keep the division on a nine-hour day only as long as necessary to catch up on the backlog of work. Starting at 6 AM and working 9 hours is optional among the women, but most of the women are working the nine hours.

Supply Dept.: Although the clerks in the Supply Department are limited to a total of 48 hours a week, the storekeepers frequently work more than that. It is estimated that for any one woman there should not be more than three or four days of 1½ to 4 hours overtime in a month. This is supposed to be voluntary and if any woman objects to working overtime she is not to be required to do so. When there is extra work on Sunday, a work day is to be taken off the following week. It is said that overtime cannot be avoided because when a ship comes in the material aboard must be taken care of at once. There is also overtime when an inventory crew comes in, about three times a year.

Office hours are usually from 8 AM to 4:30 PM with one-half hour for lunch. Most offices are open only on the day shift, although some shop offices are open on both the swing shift and graveyard shift as well.

Combat team system in A & R:

In the A & R Department there is a "combat team system" with five days of work and the sixth day off, the day off varying each week over a seven-week period. However, Monday is the one day of the week when all workers must report for work even though it happens to be their day off. This means that once in seven weeks the employees work ten consecutive days before getting a day off. It also means that the employees only get one Sunday off in seven weeks. Five-sixths of the work force is working any one day except Monday, when everyone works. Below is a schedule of the combat team system:

S	M	T	W	T	F	S
X	w	w	w	w	w	X
w	w	w	w	w	X	w
w	w	w	w	X	w	w
w	w	w	X	w	w	w
w	w	X	w	w	w	w
w	w	w	w	w	w	X

w - working day

X - day off

There is an A & R regulation that a person cannot have Sunday off without working just a five-day week. In different shops some women are working from Monday through Friday. These are mainly women with young children who find it difficult to get someone to care for their children on Saturday and Sunday.

There was the feeling expressed by some that much of the turn-over among both men and women could really be attributed to the combat team system, employees objecting mainly to working on Sundays. However, this could not be given as an official reason for leaving because the combat team system is explained before a person is employed and it is an A & R policy.

The arguments in behalf of the system are that there must be a crew on hand at all times to render servuce any time a ship happens to come in. Also it enables the women to get their shopping done more easily than if their day off was on Sunday when the stores are closed. This supposedly cuts down absenteeism among women, but there was not agreement as to the extent to which this was accomplished.

Some of the production men objected to the combat team system because with one-sixth of the crew always off, it made planning of work schedules very difficult. There are no Sunday child-care facilities in San Diego and this makes it difficult for women with young children to work Sundays. Mothers often want to be home when their children and their husband are home. Also, there are reports that it is difficult for women to work ten full days without a day off, and this happens every seventh week.

Shifts:

In the A & R Department workers rotate shifts every three months. If a person on the swing shift or graveyard shift wants to remain on that shift he may do so. In exceptional cases women have been allowed to work permanently on the day shift when there would be a great hardship for them to rotate shifts.

There is a 6¢ bonus for night work after 6 PM.

80.~~2~~1% of the women in A & R are on the day shift, 19.4% on the swing shift, and 0.~~4~~5% on the graveyard shift as shown below:

Female employees in Group II and III positions, Oct. 20, 1943

Day shift	1,214	80.~~2~~% 1
Swing shift	294	19.4%
Graveyard shift	7	0.~~4~~% 5
		100.0%

Public Works: Public Works employs women only on the day shift except in emergencies. If they are asked to work nights, transportation is provided home.

Supply: Supply and Accounting employ women on both the day shift and swing shift.

Lunch periods: There are thirty-minute lunch periods for workers in both the shops and offices.

Rest Periods: Ten-minute and fifteen-minute rest periods of fixed duration are the most common. In some shops all workers take their rest periods at a specified time in the morning and afternoon. In others the workers take their rest periods at their convenience within a general span of time. Shop policies regarding rest periods were not always so clear.

In the A & R Department the workers are not allowed to drink coffee during their rest period because it was found that too much time was wasted. In the Supply Department there is a lunch room in the main supply building where hot coffee, tea, doughnuts, cup cakes, etc. are served during the rest periods as well as the noon hour.

Part-time employment: There is a station order that no one can work part time without the permission of the Commanding Officer. There is the feeling that more man hours will be lost than gained by allowing part-time employment, because so many women now working full time would want to work just part time.

Some school boys who worked full time during their summer vacation are now working part time. However, nowhere on the Station are women employed part time.

Hours preferred by women: In one shop where there are only women employed aside from male supervisors, an informal poll was taken on women's preferences as to hours and work schedules. Practically all of the women expressed a preference for working their 48 hours in a five-day week so they could have two consecutive days off. Women with children are particularly anxious to have Saturday and Sunday off. Some of the women said that under the six day week they never really had a day off, because on their day off they had so many personal and household chores that they often worked harder on their day off than when they were at the Naval Air Station. The leadingman in this shop thought absenteeism among women would be lowered considerably on a five-day-week work schedule.

RECOMMENDATIONS:

The following recommendations relating to hours, shifts, etc. were made to the Naval Air Station:

1) Women with young children should be allowed to work the day shift until there are 24-hour child-care facilities in San Diego. The turn-over figures for September and October showed the turn-over rate among women on the day shift 10% whereas it was 12% among those on the swing shift.

2) There should be as much leniency as possible in allowing women to work six days a week with Sundays off. The system of rotating the days off is believed to contribute to absenteeism and discharges due to "irregular attendance" because:

a) Absenteeism among women with household duties is apt to be high every seventh week when they must work a ten-day stretch without a day off.

b) Women whose husbands have Sunday off may find that their husbands object to their working Sundays.

c) San Diego child-care centers are not open Sundays, making it difficult for women with young children to keep on the job. Women with young children should be allowed to have Sundays off until there are Sunday child-care facilities.

3) Each department and division should work out a policy on rest periods and use of its rest-room facilities. Determination as to whether it is most practical to have all women leave at once, or take a rest period at the convenience of their work, is dependent upon available facilities and nature of work in the division. The division superintendent and woman's shop coordinator can best work out such a policy.

WAGE RATES AND UPGRADING

Women classified laborers are hired at a base rate of 76 cents an hour. Males are hired at 88 cents. However, the men and women who are laborers are usually placed on different types of work so there is some justification for this differential. Classified laborers are then eligible for wage increases every 60 days. Women who wish to work in the crafts and are willing to take a lower pay rate while learning, are hired in as mechanic learners. Those assigned to the Assembly and Repair Department spend an initial training period in the vestibule shop for sometimes as long as six weeks. (See Vestibule Shop) Mechanic learners are assigned to the Supply Department without this training.

After completing their training in the vestibule school, those sent to the Assembly and Repair Department are assigned to divisions for placement in shops. The Public Works Department has no mechanic learners and the Supply Department has 27, as of October 31, 1943.

In the Assembly and Repair Department, the training of mechanic learners is handled by shop instructors. Each shop with the exception of the instrument shop has a shop instructor and each division has a supervisor of trainees for the whole division. These men are full-time instructors (See Training.)

Reference Assembly and Repair Order No. 33B.

6.211: "Mechanic Learners, Helpers, Laborers and other in equivalent pay grades will be promoted at approximately two-month intervals until they reach the grade of maximum helper. Mechanic learners not considered qualified for promotion shall be recommended for discharge."

This stipulation that mechanic learners must be promoted at the end of two months or be recommended for discharge is considered by some as contributing to turn-over. Others said that in actual practice, workers are generally upgraded even though not considered entirely eligible, so as to avoid discharge. Mechanic learners may be upgraded at the end of thirty days if exceptional workers.

That the promotional policy is not strictly adhered to is shown by analysis of several terminations. One woman employed eight months in shop 605 was still on mechanic learner intermediate rate. Another who terminated from the same shop, on the same pay rate, had been employed seven months. Of mechanic learner intermediate terminations, one had been six months in shop 186 and another six months in shop 606. Of mechanic learner minimum terminations, one had been five months in the machine division, the other four months in the Supply Department. One woman terminated after fourteen months employment and was still on the rating of Helper minimum in shop 180. Among the terminations among laborer classified intermediates, one woman had been nine months in shop 242, two were six months in shop 995. Of the classified laborers minimum three had been four months in the yard, one in shop 504, two in the Supply department. More careful periodic wage reviews seem indicated.

The supervisor of trainees in each division keeps a detailed record of each employee for upgrading purposes. When each employee is eligible for rerating, the supervisor of trainees goes to the shop instructor and the shop foreman of the employee in question. After thorough discussion the employee is then put on the upgrading list. The supervisor of trainees takes this list to the foreman of the division with whom each case is discussed. The list is then routed to the division superintendent for his approval.

If the foreman or division superintendent disallows such promotion, the reason for refusal is given to the shop foreman and shop instructor of the employee involved for transmittal to the employee. Occasionally there is a break in this procedure due to changes in supervisory personnel, but the policy is sound and is most generally in operation.

When a mechanic learner in the Assembly and Repair Department has satisfactorily completed six months sergice and in some cases less, she is promoted to helper minimum. At the end of four more months she is eligible for the rating of helper maximum, providing her work has been satisfactory. When she is a helper maximum she is eligible, on recommendation by her supervisor, to take the ten-months in-service training for journeyman's rate.

Reference: Assembly and Repair Order 33B

6.22 "Promotions from Helper to Mechanic may be made upon recommendation of Division Superintendents after two years experience, and in exceptional cases after 18 months experience, suitable vocational training and examination."

Failure to pass her examination at the end of her training period does not disqualify her from taking the examination repeatedly until she does pass. (See training)

Women frequently are confused and annoyed at the discrepancies of pay rates between workers, both male and female, of apparently comparable ability. Many women find the Civil Service regulations on wage rates hard to understand. Care should be taken to explain efficiency rating systems, job classification, and Civil Service rating.

Frequently women who are doing a splendid job on one particular operation are reluctant to spend ten months studying other operations and refuse the journeyman's training even when it is offered to them, In some instances it is reported that supervisors are unwilling to recommend women for this training as they need them badly on the job they are already doing.

As previously stated, to receive this journeyman's training a woman must be recommended by her supervisor. The fact that there was only two women journeymen in Assembly and Repair, one an electrician and the other a radio mechanic, aside from the old line women's jobs in parachutes and fabrics, indicates that women are not being recommended for this training. There is a feeling that women should not receive the same rate in 18 months that men have sometimes taken ten years to achieve. On the other hand, if women are able to pass the journeyman's examination, which is the same for both men and women, they are entitled to the rating.

Below is the distribution of Group 2 and 3 female employees by job classification and department.

See attached schedule of wages for Group II and III workers.

Assembly and Repair Department Wage Classification of Women as of October 31, 1943

Mechanic Learners	523
Leadingman Laborer	1
Snapper Laborer	3
Helper Aircraft Mechanic General	144
Helper Aircraft Instrument Maker	23
Helper Electrician	153
Helper General	92
Helper Machinist	58
Helper Metalsmith	160
Helper Sheetmetal Worker	6
Helper Woodworker	2
Laborer, Classified	277
Group 3	
Aircraft Fabric Worker	73
Electrician	1
Machine Operator	19
Parachute Mechanic	7
Radio	1
Upholsterer	2
	1,545

PUBLIC WORKS DEPARTMENT

Total Number of Women in Group II and III as of October 30, 1943

Chauffeur~~s~~	27
Machinist Minimum	1
Painter	8
Helper Electrician	10
Helper General	28
Helper Sheetmetal Worker	4
Helper Woodworker	4
Labor Classified Maximum	42
Labor Classified Intermediate	1
Labor Classified Minimum	~~6~~ 6
	131

SUPPLY DEPARTMENT

Total Number of Women in Group II and III as of October 31, 1943

Operator, gasoline distribution system Int.	1
Operator, gasoline distribution system Min.	5
Helper Woodworker Intermediate	4
Helper Woodworker Minimum	3
Laborer, Maximum	7
Laborer, Intermediate	19
Laborer, Minimum	45
Mechanic Learner, Intermediate	27
	111

Promotion Board for Assembly and Repair:

Promotions on every supervisory level are made by a promotion Board, consisting of the executive assistant to the A and R Officer, the personnel assistant to the A and R Officer, A and R Production Superintendent, the Vocational Training Officer, the division superintendent of the employee concerned, and two other division superintendents.

This board meets once a week at the convenience of the members. The applicant for promotion is queried on his knowledge of supervisory policies, safety, A and R policies, Civil Service regulations and rules and any and all matters which might be pertinent to his successful fulfillment of contemplated duties.

ELEVENTH NAVAL DISTRICT AND NAVAL OPERATING BASE, SAN DIEGO, CALIFORNIA
SCHEDULE OF WAGES
(Latest Revision)
LABORER, HELPER, AND MECHANICAL SERVICE

The rates of pay given below are intermediate rates. The maximum is $0.06 per hour more than the intermediate rate and the minimum rate is $0.06 per hour less than the intermediate rate, unless otherwise indicated.

Trade or Occupation	Per Hour
Group I	
Laborer, common	$0.82
Group II	
Apprentice: 1/	
First Class	.94
Second Class	.82
Third Class	.70
Fourth Class	.58
Helper:	
Aircraft mechanic's general	.89
Aviation instrument maker's	.89
Blacksmith's:	
Other fires	.89
Boilermaker's	.89
Coppersmith's	.89
Electrician's	.89
Flange Turner's	.94
General	.89
Machinist's	.89
Metalsmith's	.89
Pipefitter's	.89
Rigger's	.89
Sheet-metal worker	.89
Shipfitter's	.89
Trainee	.89
Woodworker's	.89
Holder On	1.08
Laborer, Classified	.82
Mechanic Learner	.64
Munitions worker (female)	.82
Rivet heater	.89
Sand Blaster	.95
Stevedore	1.04
Teamster	.82
Group III	
Aircraft-Fabric worker	.94
Aircraft instrument mechanic	1.20
Aircraft mechanic:	

(Pages 46a and 46b follow.)

Trade or Occupation	Per Hour
General	1.20
Motor	1.20
Ordnance	1.20
Propeller	1.20
Automotive mechanic	1.14
Blacksmith:	
Other fires	1.20
Boat builder	1.20
Boilermaker	1.20
Box maker	.89
Brakeman	1.08
Buffer and polisher	1.20
Caulker and chipper, iron	1.20
Caulker, wood	1.20
Cement finisher	1.20
Cement worker	.88
Chauffeur	1.00
Coppersmith	1.20
Craneman, electric (under 20 tons)	1.03
Dental instrument repairman	1.14
Die sinker	1.38
Diver 2/	2.30
Driller	1.08
Electrician	1.21
Electroplater	1.20
Elevator mechanic	1.19
Engineman	1.20
Engineman, hoisting and portable	1.20
Engineman, locomotive	1.20
Fireman	1.04
Flange turner	1.27
Forger:	
Heavy	1.68
Light	1.37
Gardener	.98
Gas cutter or burner	1.20
Heat treater (aviation)	1.20
Instrument maker	1.25
Joiner	1.20
Leather worker	1.02
Letterer and grainer	1.26
Loftsman	1.33
Machine Operator	1.02
Machinist	1.20
Mason, brick or stone	1.43
Mechanic, bombsight	1.22
Mechanic, salvage	1.21
Metalsmith (aviation)	1.21
Millman	1.20
Molder	1.24
Operator, gasoline distribution system	1.08
Operator, pumping plant	1.08
Operator, sewage disposal plant	1.08
Ordnanceman	1.04

Trade or Occupation	Per Hour
Packer	1.08
Painter	1.20
Painter, coach	1.22
Painter, finish and insignia (aircraft)	1.24
Parachute mechanic	1.14
Pattern maker	1.42
Pipe coverer and insulator	1.20
Pipe fitter	1.21
Plasterer	1.39
Plastic worker	1.20
Plumber	1.21
Puncher and shearer	1.08
Radio mechanic	1.20
Refrigeration mechanic	1.20
Rib stitcher (aviation)	.74
Rigger	1.20
Rigger antenna	1.26
Riveter	1.20
Roofer	1.21
Sailmaker	1.20
Saw filer	1.28
Sewer	.78
Sheet-metal worker	1.21
Shipfitter	1.20
Shipwright	1.20
Structural ironworker	1.21
Tile and plate setter	1.22
Toolmaker	1.28
Trackman	.94
Typewriter repairman	1.14
Upholsterer	1.20
Watch repairer	1.20
Water tender	1.04
Welder::	
Electric	1.20
Gas	1.20
Wharf builder	1.20
Wire worker (aviation)	1.14

1/ Actual and only rate.
2/ Only one rate of pay for divers -- Maximum rate.

TRAINING PROGRAM

The training program for the A & R Department is highly organized and very comprehensive, covering training of every leval of supervisor and every level of worker, both male and female.

Each division has a supervisor of trainees, who is a journeyman and devotes his entire time to the training program in his division. These supervisors of trainees meet once a week with the training officer for instructions on training methods and allied information.

The supervisor of trainees recommends a journeyman in each shop who he thinks would make a good shop instructor. These recommendations are passed on by the training officer. Each shop, with the exception of the instrument shop, has an instructor who is on full time and whose responsibility it is to instruct all employees in that shop who are in the mechanic learner and helper classifications. As soon as an employee is able to do a job independently he does so and is then taught further operations.

As soon as a man is selected and passed on for a shop instructor, he is given a streamlined 6-hour teacher-training course, which is followed by continuous training given in one two-hour session each month. Each shop instructor is under the jurisdiction of the shop foreman in all matters pertaining to operations, but in training methods he is under the jurisdiction of the supervisor of trainees for the division.

Instructors for the Vestibule School (see section on Vestibule School) are journeymen recommended by division foremen and passed on by the training officer. Their period of service in the Vestibule School varies with the needs of the division. If large groups of new employees are needed, they may be there for some months, and if the number needed is small, they will stay only until the division has its full complement.

SHOP INSTRUCTION FOR MECHANIC LEARNERS AND HELPERS

When a mechanic learner reports to a division after her period in the Vestibule School (See Vestibule School), her training is carried on by the instructor of the shop to which she is assigned.

A constant check and report is made of her progress in efficiency, quality, quantity, interest, knowledge, and adaptability. At the end of 60 days she must be either recommended for upgrading or discharged. If she shows exceptional advancement, she may be upgraded in 30 days.

Shop instructors give each employee individual attention. Women are tried on various jobs for aptitude and are sometimes changed to other shops within the division. At the request of the shop instructor, this two months probation period may be extended another two weeks. (See Wage Rates and Upgrading.)

By this procedure, after six months in the Mechanic Learner classification, a woman becomes a helper minimum.

Instruction in craftsmanship continues through the helper classification. After a woman has eighteen months service on the station and attains helper maximum rating, she is then eligible, on recommendation from her supervisor, for journeymen's training.

JOURNEYMAN'S IN-SERVICE TRAINING

This course is open for outstanding workers in the helper maximum classification. The division supervisor of trainees goes into each shop and asks that the shop instructor and shop foreman recommend workers for this course which runs six months. During this time, those selected are given a variety of work which they may be expected to perform as journeyman. This varies with the oncoming work load and the workers' aptitudes. This is a very practical course, so designed and so flexible that each shop can be assured of journeymen to carry on the work in the shop. Women are eligible for this course on exactly the same basis as men.

When the course is completed the trainee is given an examination at the training office. This examination is partly written and partly oral. A quarterman from the division gives the trainess an oral examination on mechanical knowledge. During this examination a training officer grades the applicant as well as the quarterman. This is to obviate any possibility of favoritism or discrimination.

The applicant is given a written examination on safety. Then another test on processes, specifications, material, A & R policies, Civil Service regulations, etc. This varies in proportion of written and oral matter according to the applicant. By this is meant that some excellent workers are poor writers or perhaps do not have a good grasp of the English language and in such cases the examination is largely oral.

If the applicant passes, he is given his journeyman's rating. If not, he can take the examination repeatedly at ten-day intervals. There are many sets of examination questions for each craft, so the applicant does not take identically the same examination each time. There is no limit to the number of times the applicant may take the examination, and they are identical for men and for women.

SUPERVISORS TRAINING COURSE

This course is given to all supervisors, starting at rate of Snapper and including the division superintendent. The course is given separately for each division as the training officer feels that by this method they are able to deal more thoroughly with the specific work and problems of each division. The course is given in duplication, to half the supervisors of each division at a time, so as not to strip the division of supervisors at any one time. It is of sixteen weeks duration, given twice a week and the sessions are two hours long.

This course teaches good policies of supervision and deals with

the specific problems of the division. There is no special instruction given for the supervision of women as the training officer feels that good policies of handling workers are equally applicable to men and women. The policy of the training office is this, "Women must be handled as men should be."

Forethought and training is applied to providing a constant source of supervisors. Journeymen who evidence supervisory possibilities are coached and trained for a snapper's position. During his time as a snapper, by means of the supervisor's training course, he is prepared for his next upgrading.

Each man is given specialized individual study. For example: If the training officer should feel that a man's personality is adversely affecting his supervisory efficiency, he may be asked to make a special study of, and give a half hour report to the supervisors meeting on "How the personality of a supervisor affects his relationship with his workers." If it is felt he is weak on his methods of handling women or is adverse to having them in his crew, he may be given some such topic as "The place of the woman work in the ---------- division." Or "How best to utilize women in a naval air station." This method has been found most efficacious.

The system inaugurated by the training officer for training learners to be helpers, helpers for journeymen and journeymen for specialized skills and for supervisory capacities, assures each division of competent help at all times. This is a long-range program assuring continuity of progression of skills.

At no time, in any training program, does subject matter or policy differ for men and for women. The training department feels that good sound policies of instruction and training are applicable both to men and to women. Women are not given special consideration just because they are women. If their background knowledge of any craft is small, they are given the same extra care and instruction that would be given a man with the same lack of knowledge and skill. Neither is there less pains and care taken with their instruction because they are women.

Every six weeks the training office makes an inspection of each division, making a complete study of the training and grading program and all matters pertaining to the training of employees in that division.

A written copy of the finding and recommendations is then sent to the executive and commanding officers of the A & R Department and the superintendent of the division concerned.

MEDICAL

The present dispensary for civilian employees on the Island is entirely inadequate. There is one room for examination and treatment with no opportunity for undressing privately. Except for the examining table the only place where a patient may lie down is on a folding cot in the back hall. Plans have been made for a new dispensary which will provide separate examining and treatment rooms and beds for men and women. It should be open on the second shift.

Paper work should be kept to a minimum but a simple cumulative medical record should be kept for each patient, including a copy of the patients' original physical examination. At present the physical examination record is filed at the Labor Board across the bay. Sick leave and accident records are kept in the Accounting Department. The dispensary has only treatment cards for each accident, filed by name, and a day sheet showing all calls.

The time and bother involved in getting the shop foreman to fill out the forms necessary for an employee to go to the dispensary, the distance, and the usual waiting time there, have resulted in an average monthly treatment record of only about 428 cases. This is estimated to be about one-tenth of the cases going to the dispensary in the usual industrial establishment of comparable size.

On the night shift the dispensary is closed and employees must go to the family hospital which is beyond walking distance. The dispensary should be open on the swing shift as well as day shift.

It is particular~~i~~ly unfortunate that there is not a dispensary to which employees go freely, as there is now no way of checking the possible effect on the health of women employees of work which may be too demanding physically. Although women frequently state that climbing in and out of planes results in severe menstrual disturbance after some months, the medical department

has no facts on this subject.

Women may, with the permission of their foremen, lie down for a half hour or an hour in the lounge room adjoining the women's counselor's office.

While most physical examinations of applicants are made at the Labor Board, those not fully meeting the standards are referred to the dispensary doctor by the division. He approves or disapproves the employment for a specific job after the foreman and the applicant have satisfied themselves of the worker's ability to perform certain work operations. No record is kept in the dispensary of such sub-standard and limited service workers. Nor is this record kept in the shop to which the person is originally assigned. Another foreman, not knowing the worker is sub-standard physically, might assign work for which the employee is not physically able, or transfer might be made to another shop and to an unsuitable job. Some system should be arranged to avoid this possibility. This limited service record should be a permanent part of the worker's personnel record.

The industrial hygiene laboratory is well equipped and operated by a chemist and a corpsman under the direction of the medical officer. The survey of toxic exposures made by the United States Public Health Service is being brought up to date. The necessity of constant vigilance is realized and in general toxic substances seem to be carefully handled on the station. Radium painting of dials is safeguarded. Radon breath samples are taken frequently where workers are exposed to solvents such as C86A, furnace oil, Stoddard's solvent, methyl ethylketon~~s~~e, carbon tatrachloride, trichlorethylene, and lacquer thinner as well as preservatives. Work places, with a very few exceptions, are well exhausted or work with toxic substances is done in the open air.

Supervisors do not want women to lift excessive weights but admittedly some are more careful than others. Some supervisors feel that

they have done their duty when they caution a woman not to lift anything too heavy for her and subsequently pay no attention to the matter. One woman left the carburetor shop largely because lifting a 50-pound carburetor and carrying it some thirty feet - even though she did it only about twice a day - was too much for her. Various parts of an engine are too heavy for a woman to handle, and many other parts can be handled by only an exceptionally strong woman. Reengineering of some jobs, provision of rolling tables, greater use of dollies, rests on which heavy parts could be slid along a bench, would be helpful to both men and women.

The industrial hygiene officer in conjunction with the woman coordinator should determine the physical requirements of all jobs where heavy equipment is handled. These findings should be used in placement and in reengineering.

Pregnancy

There is no written station order on the employment of pregnant women. If a woman is known to be pregnant at the time of applying for work she is usually not hired, but there have been a few exceptions. Where a woman known to be pregnant was hired, she had her doctor's approval and the work was not considered detrimental to her health.

Women who become pregnant after employment are to check with either their private doctor or the doctor in the dispensary to determine if it is detrimental to their health to continue working. Transfers are arranged if possible when a woman wants to continue to work and her old job is not suitable. The duration of their employment after pregnancy is determined largely on an individual basis; 4.3 percent of the terminations during September and October were due to pregnancy, which is a relatively high proportion.

It is recommended that the Station have a clearly defined written policy on the employment of pregnant women. By having a well established pregnancy policy the women will be more apt to report their pregnancy and injuries and employment in hazardous occupations can be avoided, or minimized.

SAFETY DEPARTMENT

The present safety program on the Island was started about a year ago. A safety rules booklet is given to each new employee. Rule two of this booklet states that "supervisors will be held strictly responsible for the safety of the men working under their jurisdiction."

Comprehensive instruction is given on safety to every supervisor in the supervisor's training classes. An applicant for promotion to any supervisory level must appear before a promotion board. During this examination he is questioned on his knowledge of good safety measures, procedures and practices.

Senior A and R Safety Council

This council is composed of:

Safety Officer, chairman
Vocational Training Officer
Superintendent of each division
Fire Marshal
Medical Officer
Security Officer
Other officers and civilians are called in when the subject under discussion may concern them or their work, or when their specialized knowledge may be of value to the council. This senior council meets once every two weeks.

Division Safety Council.

Each division has its own safety council. The superintendent of each division is chairman, and he appoints one member from each shop, usually the shop foreman. Another member from each shop is chosen to sit on this council. Frequently a woman is selected as an extra member to represent her shop, as well as the man member who is chosen. At the present time there are about twenty-five women in the various division councils.

These councils meet every two weeks. Safety films are shown and lectures given on various factors of safe operations and procedures. A National Safety Council film entitled "The Eyes Have It", was shown at a division council one morning and that afternoon there were calls to the safety office for 200 pairs of goggles.

There is a Safety Store on the station which carries a full line of goggles of all needed types, respirators, gloves, welding leathers and hoods, aprons and safety caps for women. All such equipment is issued and employees are not required to buy any equipment other than their own clothing and shoes. Only a few shops require actual safety shoes, but all workers are urged to buy safety shoes with work-shoe coupons which they may procure.

The Safety Department has excellent equipment for the sterilization and repair of equipment. The Safety department also handles safety films and the projectors for showing them.

SAFETY DEPARTMENT SUMMARY

The station would profit by employing a woman safety inspector. Her primary duty should be to work on hazards for women. However, her jurisdiction should not be limited to women's operations solely, as fumes, unsafe equipment, or plant facilities, poor lighting, housekeeping, etc. are equally hazardous for men and women alike.

She should be given exactly the same authority and status as a man safety inspector. She should be equipped with safety engineering training. The physical hazards of specific operations are adequately covered in any good safety engineering course, so nursing experience, while desirable, should not be a necessary experimental qualification. This field has been expanding tremendously for women during this war and it should be quite possible for the station to find a woman with safety inspection experience.

Accident records should be kept separately for men and women employees. Much valuable data for the station as a whole can be attained by this means. There should be a more uniform enforcement of women's safety clothing regulations. While we believe that common sense and good judgment of hazards should be used on the enforcement of regulations, still the regulations governing the covering of hair around moving machinery and the wearing of sensible shoes are inadequately and inequitably enforced.

WOMEN COUNSELORS

At the time this survey was made, there was only one woman counselor on the Station and her activities were confined to the Assembly and Repair Department.

All new Group II female employees are supposed to see this counselor sometime during their first few days on the Station. The counselor's signature, indicating that she has seen the employee, is supposed to be on the new employee's hiring slip before her employment papers are complete for filing. This part of the counselling program is new and does not seem to be functioning completely.

The counselor makes a report for her own files of the name, shop, pertinent facts regarding housing, transportation, or child-care facilities of each woman who reports to her. Counselling is offered for any of these needs and women are urged to come in and talk over personal problems at any time. A booklet on clothing regulations and general policies of the A and R Department is given each woman. Coupons for safety shoes are avilable for women making application through the counselor.

There is a lounge room adjoining the counselor's office for the use of women who are not feeling well. Women using this lounge room must bring a slip authorizing them to be off the job for a stated interval and the counselor signs the slip when the woman returns to work. Peppermint tea is given for menstrual cramps but no medication of any type is given at any time.

Realizing that there counselling system is inadequate, the station asked for and received approval of ten new CAF rates for counselors.

1	CAF 9	$3200
1	CAF 7	2600
2	CAF 6	2300
6	CAF 5	2000

The tentative plan was to have the head counselor (CAF 9) and an assistant (CAF 7) working under the jurisdiction of the industrial relations officer. The other counselors will be in Supply, Public Works, and Assembly and Repair Departments. The plan contemplates hiring all counselors at the CAF 5 rate, selecting from among them for the higher rated jobs, on the basis of performance. Since the Station is definitely interested in the women's co-ordinating system in operation at both Mare Island Navy Yard and Hunter's Point Naval Drydocks, and plans to pattern their policy thereon, an outline of this system was submitted. (Copy attached.)

U. S. DEPARTMENT OF LABOR

WOMEN'S BUREAU

The "Outline For Coordination of Women's Activities" which is the first enclosure attached, is applicable in organization to activities functioning under an industrial system. The principles expounded have proved their practical value over a period of time.

Methods of control of personnel as well as managerial organizations vary greatly. Sound basic principles for the control of female personnel are applicable in any enterprise. The actual methods and techniques of applying these fundamentals must be adapted to conform to each organizational pattern.

We are, therefore, including for consideration an adaptation of this female personnel control system for North Island Naval Air Station.

U. S. DEPARTMENT OF LABOR

Women's Bureau

OUTLINE FOR COORDINATION OF WOMEN'S ACTIVITIES

Production and efficient utilization of women workers should be the fundamental basis of a good policy for the coordination of women's activities. Only on this basis can management successfully base a plan~~s~~ of operation and supervision, and women employees be assured of adequate facilities and just and equitable opportunities.

When setting up a plan for the coordination of management's and women employees' interests, it is well worthwhile to consider what such a program is expected to accomplish.

The tremendous scope of this war has made it imperative to use women in unprecedented numbers. Industries which have never used women previously, are now employing them. Millions of women who have never worked in industry, many who have never worked in any capacity are now called upon to produce war materials. Even in peacetime such an upheaval in industry would have brought many changes and adjustments. The present element of haste precludes a thoroughly studied, well-planned, and careful use of that new tool - WOMAN.

Management is responsible for production. To assure this end, it formulates plans and policies, not only for the efficient use of materials but for the maximum utilization of labor force. It is the supervisory and labor force who actually take these plans and carry them through, strengthened, directed, and advised by management's policies.

Management, supervisory force, and employees are all working towards the same end. . . they all have a common purpose. To weld these three forces together takes honest, continuous, unflagging, and unending cooperation and coordination.

What do we mean by coordination? "To coordinate means to unite and correlate through the media of consultation, collaboration, exchange of information and ideas, the various functionalized activities of the business in order that they will operate with the minimum of lost motion and friction and to the maximum advantage of the enterprise as a whole; to reconcile the temperaments, attitudes, and points of view of those who make decisions, with the temperaments, attitudes and points of view of those who are affected by the decisions."

Here is the foundation of the work of a women's coordinator. This position is much broader in scope than that of a "counselor". Under this interpretation of a coordinator are included many more functions of extreme value both to management and to women employees.

Logically, there should be a head coordinator who is in an advisory capacity to management on all matters pertaining to the successful utilization of women in the activity. By viture of the indisputable fact that women's best interests coincide exactly with management's best interests, a head coordinator actually represents all women employees to management.

To attain her maximum value, such a woman must know the production plans of the enterprise, must understand the mechanics of such production as well as women's physical, mental, and emotional qualities. In brief outline, she should advise management on all matters pertaining to physical, educational and experimental requirements for female employment; selection and placement methods; training; medical care; facilities; supervision; transfer and termination policies.

As each industrial activity ordinarily is divided into sections of specialized operations, each such section should have a coordinator who bears the same relationship to the highest level of supervision within the section that the head coordinator bears to management. In enterprises functioning under this system, it has been found most satisfactory to have the head coordinator under the jurisdiction of the Industrial Relations manager, and the section or division coordinator directly under the authority of the head of the division.

As each division head is responsible for the production and the labor force of his division, he should have complete authority over both — within, of course, the confines of general enterprise policies. If a division coordinator is made responsible to other than the division head, it breaks the accepted line of authority and could defeat the entire purpose of the plan.

Division coordinators should meet frequently with the head coordinator and they should work in the closest harmony and cooperation for the best interests of all women in the activity. The head coordinator should bear the responsibility of informing division coordinators on all general enterprise policies; she should assist and advise them on the interpretation of these policies within the divisions. The more thoroughly the division coordinator understands these policies, the more value she is to her division supervisor in the effective and uniform administration of said policies. In turn, division coordinators can keep management informed, through the head coordinator, on the efficacy and adequacies or inadequacies of policies.

Many of the problems attendant on using women in war industries are entirely new both to management and women employees. It is not possible to go back through industrial experience for the answers to these problems. Both division coordinators and head coordinator must be alert to these problems. The division coordinators can be of inestimable value in assisting the head coordinator on the formulation of policies which may solve many of these problems as they arise. These proposals should then be made to management.

The variables of labor utilization factors are so great in different industries that it is possible only to outline, in general, the functions of head and division coordinators.

By means of close contact with division coordinators and supervisors, the head coordinator is in a position to formulate or make adjustments in the activity's policies. We do not feel that she should have line authority.

Her recommendations should be cleared through the Industrial Relations Manager before being submitted to the highest authority. The effectiveness of her work will, of necessity, be determined by the respect held for her judgment, both by the Industrial Relations Manager and management as a whole.

For this reason, extreme care should be exercised by management in its choice of a head coordinator, but once chosen and appointed, her suggestions and recommendations should be given equal consideration with those made by any other branch of management. While all her recommendations should be discussed with the Industrial Relations Manager and cleared through him, he should not have authority to invalidate them without discussion with other branches of management. This provision must, of necessity, be inserted, as it is common experience that industrial relations managers differ widely in their receptiveness to suggested changes of policy and also in their attitudes toward women employees.

To a certain extent, the head coordinator should be a "last court of appeal" on individual cases. If, within the limitations of her authority, a division coordinator is not able to solve an individual problem case, the woman involved should be sent to the head coordinator for final decision. Any recommendation that the head coordinator makes should be given verbally to the division coordinator in the presence of the woman involved, or should be sent back with the woman to the division coordinator in written form. Any actual line authority involved in the final settlement should be exercised by the division supervisor.

It is possible to outline in general the work of a division coordinator. Basically, the division supervisor relies on her to have a greater understanding of her sex than he himself could have, and, by virtue of this understanding, to assist him in the efficient and successful use of his women employees. The problems that he faces in using this unaccustomed labor force are legion. A division coordinator assists this effort by every means at her disposal. She must realize that her effectiveness lies in coordinating the best interests of the women with the aims of production.

She is an extension of the authority of the division supervisor. As such, she is responsible to him alone. At the same time, she is an extension of his interest in the welfare of every employee in his division and must retain the same cooperative, harmonious relationship with the other supervisors and with the employees that he himself maintains.

Each coordinator should be delegated certain functions and be given the authority to carry out these functions. Her advice will assist in job analyses, planning new operations and studying proposed operations for women, and maintaining health and safety standards in such planning. She can help to maintain good discipline, improve job interest and satisfaction, assist in placement, develop cooperation, promote a harmonious relationship between men and women, orient women to unaccustomed types of jobs, and in general, help in making the employment of women in the division an efficient and satisfactory practive. This is a position which calls for a great deal of diplomacy and tact, both in dealing with the women employed in the division and in dealing with their male associates and supervisors.

Detailed functions of division coordinator:

1. Interview new female employees reporting for work.

2. Familiarize them with division practices and regulations.

3. Give employees information as to location of bomb shelters, rest rooms, time cards, lockers, etc.

4. Assist division supervisors in carrying out safety regulations as they apply to women, and explain safety regulations regarding clothing, hair, etc., to new employees.

5. Introduce new women employees to their supervisor.

6. Interview each new female employee regarding her family responsibilities, interests, and study her character and personality with the aim of recommending her supervisor where she may be effectively placed.

7. Keep a personal file on each woman, noting menstrual cycle and any disturbance thereof, number and ages of children, marital status, rate of pay, notes on woman's punctuality, her cooperativeness, peculiarities of disposition or character, etc.

8. Keep a file of pregnancy cases with complete details on each case.

    a. Date of expected confinement.
    b. Name of doctor.
    c. Number and ages of children.
    d. History of miscarriages (if any).
    e. Marital status
    f. Evidence of abortion (if any).
    g. Nature of job at time of knowledge of pregnancy.
    h. Nature of job to which assigned subsequently.
    i. Notation of duration of employment before pregnancy.
    j. Attendance record during pregnancy

9. Handle all personal problems and help women to make adjustments to their work and to their co-workers and supervisors.

10. Explain the necessity of punctuality and regular attendance, prompt, cheerful and exact obedience to all orders, the need of working cooperatively with all other members of working group.

11. Recommend changes of assignment for women employees where personal knowledge of said woman leads shop coordinator to feel the woman may be more productively employed.

12. Check dressing rooms and reduce loitering or malingering.

13. Assist supervisors in handling such moral problems as may arise.

14. Hear complaints and grievances of women and assist in maintaining a harmonious atmosphere in the division.

15. Take steps to insure that female employee interests are adequately presented to management.

16. Consult with division supervisor in maintaining policies that meet with his approval.

17. Consult with and advise personnel clerks and training staff on matters of transfers, rerates, promotions, efficiency ratings, sick and annual leave, etc., as they concern women.

18. Help supervisors to maintain discipline.

19. Check working conditions and conduct of women on duty outside main division building.

20. Study operations in the division for purposes of recommending further jobs where women may be employed, or suggestions of specific jobs on which it is not proving practical to use women.

21. Analyze women's jobs and operations for the purpose of recommending to supervisor any changes which may increase the productive capacity of women so employed.

Many activities have found it more practical to allow coordinators and division supervisors to set the rest period policy for women in their own divisions, rather than setting an enterprise policy thereon.

To minimize loafing and reduce irritants of supervision, it is practical to set a definite policy on rest periods. Emergencies, of course, abrogate any policy, but this is well understood by every woman and coordinator. Whether it is more practical to allow women to take this definite rest time at the convenience of their work, or whether it is better to have all women leave at once, is dependent on the available facilities and the nature of the work of the division. However, some definite policy should be worked out and every woman in the division should be thoroughly instructed in this policy.

The coordinator should take the responsibility of seeing that there is no abuse of rest period time in the dressing rooms. This authority should not be given to the matrons in the rest rooms. This invariably causes trouble. It gives supervisory authority to one who is untrained and not chosen for such ability and women always resent such a practice. Since the coordinator represents the head supervisor and as such she represents the highest authority in the division, her supervision is accepted as justified and authoritative.

Selection of coordinators

The head coordinator should be selected by the manager or director of the entire organization in conjunction with the Industrial Relations Manager. She should then have independent status as the head of one branch of the industrial relations department.

If a department is small and of specialized activity, so that one coordinator is adequate, she should be chosen by the department head. She is responsible directly to and only to him. This authority of selection and supervision he should not delegate to any other person in the department.

If, however, the department is so large that there are divisions of activity, with heads of each such division, coordinator appointed for each division should be under the supervision and direct authority of the head division supervisor. Each such coordinator should be selected by the department manager and the division manager with whom she will work. The advice of the head coordinator should be asked on this appointment but the final responsibility for selection should rest with the department and division managers. This power of selection should not be delegated to any other person or persons in the department. Nor should authority over the division coordinators be delegated to personnel assistants, foremen, chief clerks or any other person or persons within the department.

This is imperative if the division coordinator is to function efficiently. As she is a production and labor utilisation advisor, she must not be considered part of the personnel staff. She must in no way be under the jurisdiction of department or division personnel staff members.

It may be necessary to have a head department coordinator where many coordinators are in a department, though each division coordinator is directly responsible only to the division manager. The head coordinator of the enterprise is in an advisory capacity to each department coordinator. She should exercise no line authority over coordinators or the women employees in the divisions or departments, as this would interfere with the authorities rightly belonging to the division and department supervisors.

All division coordinators should be on the same pay basis, regardless of the number of female employees in the division. Department and head activity coordinators should be paid a considerably higher salary, since theirs is a much more important and difficult position.

The number of coordinators needed cannot be judged on a strictly numerical basis. It is much more effective to use production divisions as a foundation. This way a coordinator is able to study the problems and work with the women who are performing somewhat similar operations. If the division has too many women employees for her to handle personally, she should be given

assistants or monitors. Another coordinator should not be put in. Her assistants she should choose in conjunction with her division supervisor.

If assistants are needed on the night shift, the coordinator should select them in conjunction with the night supervisor. Then the night assistant should be under the direct supervision of the night supervisor and both are guided by policies worked out by coordinator and head division superintendent.

No definite requirements of education or industrial experience should be set up as a basis for selection of coordinators. Each selection should be made on an individual basis, as the qualities previously referred to are of considerably more importance than the degree of formal education or term of industrial experience that an applicant may have.

A great share of the effectiveness of any activity program for the utilization of women rests with women coordinators. Theirs is a position of dignity, trust and great responsibility.

MARY ALICE WEBB

December 1943

RECOMMENDATIONS FOR ORGANIZATION OF WOMEN'S COUNSELING SYSTEM AT

North Island Naval Air Station

Since North Island Naval Air Station is not operating under an industrial system, we would recommend the following organization:

We would propose a coordinator for the Public Works Department, responsible to the Public Works Officer, and a coordinator for the Supply Department, responsible to the Supply Department Officer.

Since there are so many divisions in the Assembly and Repair Department, there should be a head coordinator (A&R) responsible directly to and only to the A&R officer. Since the station has allocations for only ten coordinators positions, the procedure of having a coordinator for each division is temporarily impractical. The A &R coordinator will, however, need several coordinators for assistants. These assistants should be responsible to the head A&R coordinator. Neither they nor the head A&R coordinator should be under the jurisdiction of personnel assistants, other officers in A&R, superintendents, chief clerks, or any other person or persons within the department. As previously stated, coordinators are production and labor utilization advis~~o~~ers, but they should not be considered part of the A&R personnel staff, nor should they be under the jurisdiction of the department personnel staff members.

There should be a head station coordinator, working out of the station Personnel Relations Office and under the jurisdiction of the Personnel Relations officer. Her functions should include all female personnel matters which pertain to the station as a whole.

The station coordinator and the head coordinators of all departments should work very closely with the Training Officer as so many facets of their work are closely allied. Coordinators out in the shops should work very closely with supervisors of trainees and shop instructors.

Functions of coordinators at all levels, are outlined in the first enclosure. These functions are basic and applicable under this system.

REST ROOMS

There is no station policy on rest periods or use of rest-room facilities. Some divisions demand that women go to the rest room during their rest periods while others feel that the time allocated is for resting and women are free to go to the rest rooms at other times. In some places no definite rest period is given. This lack of a definite policy causes abuse of rest room privileges and causes general resentment in both women and supervisors.

It is practical to set a rest period of defined length for the Station as a whole. Whether all workers should leave at the same time or at the convenience of their work should be determined by divisions. The nature of operations and the available facilities must be taken into consideration in determining when this definite rest period should be taken.

The policy of the division or the shop should be carefully explained to each employee so any abuse will be deliberate and not misunderstanding on the part of either the woman or her supervisor. (See rest room policy in Women's Counselor outline.)

A woman who feels ill can get a slip from her supervisor authorizing her to lie down for one-half to one hour in the lounge room adjoining the women's counselor's office. She need only tell her foreman she is not feeling well and wishes to lie down. If she is so ill that she needs to lie down for a longer period, she is supposed to go home. If she is too ill to make the trip, she is either taken by car to the ferry landing or is taken to the Family Hospital on the island.

Women's lavatory and rest-room facilities vary greatly in both equipment and adequacy. Some are overcrowded, some inconveniently located, and some are entirely satisfactory.

A complete survey should be made of all women rest rooms on the island. This should include number of heads, wash basins, equipment, lighting, heat, condition of room (walls, floors, partitions, etc), number of women using (particular~~l~~ly at change of shift), and distribution on the island.

A procedure has just been established, since the start of this survey, of having a WAVE check the sanitary condition of all women's rest rooms. It is felt that this will result in more uniform cleanliness.

The practice of eating in rest rooms should be discouraged. Facilities should be provided so that there will be some place to sit down and eat other than the rest rooms.

Lockers should be available for those women who are doing very dirty work and would like to change clothes before going home. Workers using preservatives and cleaning solvents should be encouraged to change their work clothes before going home and showers should be available for their use.

All rest rooms should have some heating apparatus for use on cold days.

FOOD SERVICE FACILITIES

Cooperative cafeteria

In February 1936 a cooperative cafeteria for civilian employees was organized. Civilian employees at the Naval Air Station bought stock in the cooperative for purchase of all equipment and paying the initial costs of operation. The original capital investment has now been paid off.

There is an advisory committee of 14 people that formulates policies and standards for operating the cafeteria. The committee is composed of supervisors from various shops.

The cafeteria has a seating capacity of 800; 950 people have been served in 1 hour and five minutes.

The cafeteria is open seven days a week during the following hours:

Breakfast	6:30 AM - 8 AM
Lunch	11 AM - 1 PM
Dinner	6 PM - 9 PM

The workers have thirty-minute lunch periods.

It was estimated that 30% of the workers use the cafeteria. Some shops are too far away for the workers to use the cafeteria.

Typical food items with prices are listed below:

Hot meat dish: (chicken, steak, ham, etc.): never more than 30 cents
Stew: 25 cents
Vegetables (hot): two vegetables for 15 cents
Fruit juices: 10 cents
Soup: 5 cents
Pudding: 10 cents
Coffee: 5 cents
Milk: 10 cents
Buttermilk
Iced tea
Pies: 10 cents
Salads: (fifteen varieties) 10 cents
Cold plates: 35 cents

The average check in the cafeteria is 46 cents.

THREE CANTEENS

There are three canteens near some of the larger shops. They are open on just the day shift. These canteens serve coffee, sandwiches, pie, candy, cup cakes, nuts, cigarettes, fruit, and popoorn. One complaint regarding the canteens is that frequently they run out of coffee and other supplies early in the noon hour, and little effort is made to get additional supplies.

CANDY WAGONS

There are three small candy wagons that go through the larger shops selling candy, nuts, and cigarettes.

LUNCH ROOM IN SUPPLY AND ACCOUNTING DEPARTMENT

In the Supply and Accounting Department there is a small lunch room. Hot coffee and hot tea are served. Sandwiches, cup cakes, doughnuts, candy, nuts, fruit, milk and ice cream are also sold. Many of the workers bring their own lunches to this lunch room and just buy coffee or milk.

This lunch room is open early in the morning for those wanting coffee for breakfast. It is open during the morning and afternoon rest periods for the office workers in Supply and Accounting so they can get hot coffee and refreshments.

FACILITIES FOR MILITARY PERSONNEL

The aforementioned food service facilities are used by both military and civilian personnel. In addition, there are other facilities on the Station for use by military personnel only. There is the ships service open every day from 6 AM to 10 PM. It includes both a cafeteria and coffee shop. There is then the commissioned officers' mess at the ships service. In addition there is the Officers' Club for use by officers on the Station.

TRANSPORTATION AND HOUSING

TRANSPORTATION

Transportation was considered a problem at the Naval Air Station primarily because of the 20-minute boat trip to the island from San Diego. The distances traveled by the workers are not so great, but the many changes on street cars, buses, and ferries are awkward and time consuming. Only 1.2% of the women leaving actually gave transportation as a reason for leaving, but it is believed one of the contributing factors is causing other workers to leave.

Most of the workers must take a car or bus from their place of residence into the downtown Plaza. At the Plaza they change to a car that takes them to the Santa Fe Railroad Station. There they change to a bus that takes them to the ferry landing. Buses meet the day shift at the ferry landing and run direct to 3rd and E Streets which is one block from the Plaza. These buses do not start running until around three o'clock in the afternoon and other hours there is no direct bus service to the ferry landing from the Plaza. There is one street car line that runs from the Plaza to within a block of the ferry.

Near the ferry landing on the San Diego side there is a parking lot, but it is not adequate to hold all the cars of workers using their own cars. There are also parking restrictions on so many of the streets in this area, that many must leave their cars several blocks from the ferry landing to avoid getting a ticket.

The Naval Air Station runs its own bus lines in Coronado. Coronado is the island adjacent to North Island connected with North Island by a causeway. The buses are routed and scheduled to the convenience of the workers, and transportation was not considered a problem for Coronado workers.

On the mainland the 11th Naval District handles the Navy buses running into areas where there is no or inadequate public transportation. There was the feeling that the Navy transportation system on the mainland was not set up to meet the needs of the Naval Air Station.

There is just a small waiting room at the ferry landing on the San Diego side and on the North Island side. There are great numbers of military men stationed at the Naval Air Center and from the ships and aircraft carriers in port that also use these ferry landings. At the changes of the shifts and during the rush hours there is not nearly adequate sheltered waiting room. This means that many of the workers get very wet on rainy days, and this is undoubtedly a contributing factor to so many suffering from colds.

In the Supply Department there were objections to the open bus in which some women are now riding. Moisture drips down their necks from overhead and the wind blows so they are chilled before they start work. This is especially true of some who arrive with workers starting at 7 A.M. and their building does not open until 7:45 A. M.

On Mondays, when all the workers in Assembly and Repair are on duty under the combat team system, the ferries and boats are terribly crowded. At the changes of the shifts the boats are also very crowded.

To cope with some of the transportation problems there should be more direct bus service from the Plaza to the ferry landing. There should be direct Navy bus service from some of the residential areas to the ferry landing. There should be more overhead shelters at the ferry landings. There should be more parking space provided on the San Diego side of the ferry landing. There should be more boat service during rush hours.

HOUSING

Only 2.4% gave housing as a reason for leaving although housing is considered one of the major problems in San Diego. It is quite conceivable that some of the women "returning home," "moving out of town," and some of those discharged for "failure to return" may have actually left because of the poor housing conditions in San Diego.

Housing is a particularly great problem for single women and married women living alone because so many places will not take single women. Many of the places that will accommodate single women, will not allow any men in the house. This is a great problem in San Diego because so many wives of servicemen are living there, and when their husbands return from sea they cannot bring them to their place of residence. The Naval Air Station employs an exceptionally high proportion of servicemen's wives, which means that this problem is more acute than in other local industries.

There is a dormitory for women in San Diego called the Riverlawn Dormitories. A new housing project is just being started in Coronado which will include a woman's dormitory. There will be 500 dwelling units. There will be accommodations for about 2,000 men and women in both the family units and the dormitory.

An Amphibious Training Station is to be established on the Strand in Coronado. There will be 5,000 to 6,000 enlisted men attached to this training center which will result in an increase in population of about 8,000 people in Coronado.

Attempts are being made to get additional housing through the FPHA and some new projects were approved in the fall of 1942. In the meantime housing continues to be an immediate problem, and is contributing to turn-over among women at the Naval Air Station.

RETURNING HOME OR JOINING HUSBAND

Eleven percent of the turn-over among women could be attributed to their leaving town to join their husbands who were moving to another part of the country or were returning from the war zone. An adiditional two percent were leaving town or returning home because their husbands were being sent abroad and they no longer wanted to live in San Diego. The great majority of these women were married to servicemen although there were a few leaving for these reasons who were married to civilians. There wasan additional 7 % women who left the Station because they were moving out of town or returning home. It was not known why these women left, but it is possible that some of them, too, were married and joining their husbands.

Forty women who left because of their husbands were known to be married to servicemen, and 25, or ~~60~~ 62½ percent, of these women were employed three months or less. (See chart of terminations by duration of employment.)

The exact proportion of servicemen's wives employed at the Station was not known but the number was reported as being very high. The Station gives preference to the employment of servicemen's wives and a high turn-over in that group is expected. These women are not discouraged from leaving, and there seemed little that could be done to stop this turn-over. It was recommended, however, that servicemen's wives be placed on jobs requiring short training time because the duration of their employment is apt to be so short.

DISCHARGES

Among the 415 women studied in the survey seventeen percent of the terminations for the Station as a whole were due to discharges, and 20 percent of the terminations in Assembly and Repair Department were discharges. There was a total of 70 discharges out of the 415 female terminations. 48 were discharged for unauthorized leave (AWOL), nine were discharged for irregular attendance, seven were discharged for insubordination or being undesirable, and six were discharged because of failure to qualify. (See copy of chart on discharges)

Thirty of the 48 who were discharged because of unauthorized disappearance from the Station had to be shown as discharged. It was possible to get additional information on the other 18 discharged for unauthorized leave. Three actually left because of dissatisfaction with wages, 2 because of personal illness, 2 because of illness or death in the family, and two moved out of town. There were other individual instances of a woman failing to return because she got married, was pregnant, joined her husband, returned home, disliked the shift or nature of the job, had child-care problems, or left for family reasons.

Thirty ~~four~~ three of the 70 discharged were employed not more than a month - 21 of them ~~either~~ under 15 days. ~~or one month.~~ This would indicate a possible need for more careful screening of applicants prior to employment as some of the conditions leading to discharge must have been known at the time of employment, and the Station could have been saved the time and expense of putting them on the payroll.

Twenty-three of the 70 discharged had been employed four months or longer. In some of these cases it seemed that more attempts could possibly have been made to work out the reasons for irregular attendance and other individual problems which ultimately lead to discharge. Also there may have been legitimate reasons for certain irregular attendance among women with family and household responsibilities. Consequently, some distinction should be made between "avoidable" and "unavoidable" absence and tardiness rather than have it automatically marked against a person's efficiency rating.

In the various departments and divisions within departments differences were observed in methods of handling discharges, some being more strict than others in discharging a person for unauthorized leave or irregular attendance. Some would not carry a person on the rolls for any extended period of time because it made the division's absenteeism record look worse. It seemed well if there was some uniformity in handling discharges.

ABSENTEEISM

The absenteeism rate for women is not appreciably higher than for all employees, as shown in the table below. In Assembly and Repair it was 13.9 percent for women and 11.9 percent for all employees. In Public Works the rate for women was ~~.015~~ 1.6 as compared with ~~.014~~ 1.5 for all employees. In Supply and Accounting it was ~~.05~~ 5.5 for women and ~~.06~~ 6.1 for all employees. These rates are for the month ending September 30, 1943.

Reports from the various departments during the month of September indicated the following as causes of absenteeism:

Assembly and Repair

"The major causes of absenteeism have been a lack of child care, illness and personal business matters. The use of posters indicating retarded production due to absenteeism has proven effective. These also indicate an increase or decrease in man-hours lost due to absenteeism."

Public Works - NAS

"A typical week September 13 ~~and~~ to 18 shows that illness in the family accounted for the majority of absences."

Naval Air Center

"A typical week, from September 12 to September 18, indicates that illness and time to attend to personal business, care of families, etc., were major contributing causes of absenteeism. Directives pertaining to absenteeism are being widely circulated with instructions to abide thereby."

There seemed to be disagreement as to the extent to which the combat team system in Assembly and Repair was cutting down absenteeism. Reports from one source said absenteeism was cut down because it enabled women to do their shopping during the week on their day off. Others said it increased absenteeism because there were no Sunday child-care facilities; the women objected to working Sundays when their husbands had Sunday off; mothers wanted to be home on Sunday when their children were home from school; and lastly, absenteeism was apt to be high every seventh week when it was necessary to work a~~n~~ 10-day stretch without getting a day off.

Much absenteeism was attributed to workers taking sick leave even though they were not ill. They often felt entitled to the sick leave just as annual leave. No visiting nurse system is in operation to determine if a person is actually ill or just taking a day off. There was some discussion of putting in some such procedure to check absenteeism.

ABSENTEEISM RATE BY DEPARTMENT AND SHIFT

Month ending Sept. 30, 1943

Department	All shifts			1st shift (day)			2d shift (swing)			3d shift (graveyard)		
	Number scheduled	Number absent	Rate	Number scheduled	Number absent	Rate	Number scheduled	Number absent	Rate	Number scheduled	Number absent	Rate
Assembly and Repair												
All employees	26,628	3,168	11.9	21,438	2,551	11.9	5,124	609	11.9	66	8	12.1
Women	11,142	1,554	13.9	9,330	1,302	14.0	1,788	249	13.9	24	3	12.5
Public Works												
All employees	5,780	85	1.5	5,780	85	1.5						
Women	1,020	16	1.6	1,020	16	1.6						
Supply and Accounting												
All employees	2,442	150	6.1	2,064	132	6.4	354	18	5.1	24		
Women	546	30	5.5	498	30	6.0	42			6		
Naval Air Center												
All employees	474	8	1.7	282	5	1.8	102	2	2.0	90	1	1.1
Women	180	3	1.7	168	2	1.2	6	1	16.7	6		
Public Works, Naval Air Center												
All employees	1,086	20	1.8	1,086	20	1.8						
Women	40			40								

Description of Woman's Occupations in the A + R Dept. and ~~TURNOVER ANALYSIS AND WOMEN'S OCCUPATIONS BY DEPARTMENT AND DIVISION~~ Summary of Women's Turn-over, by Division

(a) ASSEMBLY AND REPAIR DEPARTMENT - - - - - Page 81

1. Accessories Division 82
2. Engine Overhaul Division 87
3. Emergency Repair Division 92
4. Overhaul Control Division 94
5. Structures Division 101
6. Assembly Division 106
7. Metal Division 111
8. Plant Division 114
9. Machine Division 119
10. Radio and Radar Division 124
11. Planning Division (not including Vestibule Shop) 127
12. Vestibule Shop #310 (Planning Division) 129
13. Storekeepers and Messengers 134

(b) Supply Department 136

(c) Public Works Department 139

(a) Assembly and Repair Department

ACCESSORIES DIVISION

Women's Occupations.

In this division accessories are disassembled, overhauled and reassembled. All hydraulic equipment, electrical equipment, ordnance, bomb sights, graphic arts, photographic catalogs, engraving, etc., are handled here. Much of the work is very light and suitable for women.

Shop 112 Electrical

Besides the women in the main electrical shop there are twenty-five women electrical workers on final assembly in building 94 and five in three outside hangars. These women are installing electrical connections on the ships. In the shop, which is well equipped and well lighted, women work on generators, voltage regulators, dynamotors for radio, etc. They make complicated subassemblies of electrical wiring with various attachments. This work is done according to illustrations which are also made in this division. One woman is an instructor in armature winding.

Shop 114 Cleaning and Painting

Paint is stripped from parts by soaking in a tank of Supertrol. Kerosene and lacquer thinners are also used to clean parts. A trichlorethylene degreaser is operated by women. Women are on all cleaning jobs including hand brushing of small parts in an open pan. There are objectionable fumes in this part of the building and a study is being made of the ventilation by the safety department which is admittedly poor.

Shop 180 - Instruments

This is the only shop in the A & R department which does not have a shop instructor. The foreman prefers to take women directly into his shop and train them himself.

Until recently the entire overhaul of each instrument was handled by one worker with an assistant. Now the work is reengineered on a line basis. New girls break down parts and clean them, more experienced women do minor assemblies and experienced girls complete the assemblies for final check by a man mechanic. This work is very demanding and requires a person of calmness and patience and no tendency towards nervousness. The insepctor for this shop is a woman who learned the work in the shop. She is now with the Inspection and Survey Department and passes on every instrument before it leaves the shop. Supervisors are very well satisfied with their women employees in this shop.

Women work on all instruments including pressure and suction gauges, air speed indicators, altimeters, turn and bank indicators, artificial horizons, directional indicators, automatic piltos, telescopes, reflector gun sights, octants, drift sights, aerial cameras, fuel indicators, tachometers and temperature systems. Most of the work requires the use of a magnifying device. The work is done at well planned benches with excellent chairs and good lighting.

Shop 182 Ordnance

Women do not lift the large automatic machine gun~~e~~s which are overhauled here. Men do all disassembly, cleaning, fitting, parco lube and trigger motor work. The receivers weigh 35 pounds and are delivered to the benches. About once a day a girl lifts one to the rack of her bench for final assembly with sub-assemblies which have been previously overhauled by women in the shop. Women also do routing and marking of parts, they overhaul mount adapters, trunions and bomb racks.

Shop 184 Hydraulics

Women have six weeks in school before coming to this shop but must have

even more training before they can work without constant supervision. This shop overhauls hydraulic and oxygen equipment.

Hose for hydraulic fluid is tested and reconditioned with new fittings. Ball bearings are reworked and tested. Women disassemble, inspect, overhaul, and recondition hydraulic valves for extractor controls for radar antennae, vacuum flaps, cylinders for the breach starter, throttle control gear boxes, elevator fuel tank pressure controls, vacuum pumps for de-icers and pilot controls, fuel pumps, oil colling control valves, supercharger control valves etc. Women work along with men and are changed about so that they learn all the operations on all parts. It is light bench work of sufficient variety to hold the interest. Women do no heavy lifting in this shop.

Oxygen

In this section rebreathers are serviced and face pieces sterilized. Oxygen bottles are checked for date and refilled if necessary. Men fill the bottles but women repaint them with "oxygen green" and place them on shelves.

Shop 186 Decalcomania and Graphic Arts.

Sic women in this shop do screen work making decalcomanias. Five are painting dials with fluorescent paint. Three are painting dials with radium paint. They have well exhausted glass booths. They are supplied with white smocks but wear no head covering. They pride themselves on the cleanliness of procedures in this section. There are five collating and assembling catalogues, which is done on a machine. The pace is set by the machine and it is monotonous work. There are fifteen-minute rest periods during each half shift for women on this work.

Shop~~s~~ 187 Machine

Women run lathes, drills, engraving machines, etc., in this shop. They learn to set up their own machines from the start, doing simple jobs at first and more complicated ones as they progress in skill. Re-engraving is very tricky work for absolute accuracy is necessary. Workers sit on large oblong stools which are very solid and have a movable box foot rest. While the work position looks very awkward, it does have to be changed for different set-ups and the workers feel that they manage very well even with no place for the knees. Supervisors are very satisfied with women in this shop.

Turn-over.

Seventy-five women terminated from this division during the months of September and October. This is an 11.9 percent turn-over. Ten women terminated giving personal illness as their reason. There seems to be no connection between the work they were doing and their illness, with the exception of one woman. This woman had had a back injury before coming on the Station and found that the work on pumps and starters in the hydraulic shop aggravated her~~e~~ condition. Eight women left to join their service husbands, a factor in terminations from all divisions. Seventeen women were discharged during this period, four for failure to qualify, thirteen for unauthorized leave. Of this last group, subsequent investigation revealed that one left because she couldn't work nights, and two because of illness in their families. Six women left the division because of child-care problems. Four of these women had private arrangements for the care of their children and the care of the children of the other two is unknown. Experience has proven that individual arrangements for child care are very insecure, and unless a woman"s children are cared for by an established agency she should not be assigned to work with a long training period.

The work in this division is for the most part definitely suitable for women. The facilities are adequate and working conditions above average. There ~~are~~ was no group of terminations definitely attributable to the division.

ENGINE OVERHAUL DIVISION

In this division engines are disassembled, the parts routed to shops for repairs and overhaul, the entire engine is repaired and reassembled.

Shifts: 7:30 to 4:00 p. m.
3:30 p. m. to midnight

There is a change of shift under consideration to eliminate the half-hour overlap. It is hoped by this method to make rider-pools more practicable for workers in this division.

The work in this division is complicated by the frequent changes in engines. It is practically custom work and a longer training time is necessary to make women into valuable workers. All absentees in this division are interviewed personally by either the division superintendent or his assistant. These interviews have led them to the conclusion that transportation and factors in home life are the two greatest contributing causes of absenteeism among women.

Women's Occupations.

Shop: 230 Disassembly, Cleaning and Sandblasting.

The original steam cleaning of the entire engine is done by men out of doors. The engine is then disassembled inside the building and all parts for each engine are placed on a large conveyor. The only women who work on disassembly are those taking "in-service" training who go through all operations in turn. The work is dirty and requires strength.

Women are doing the cleaning work. There are four cleaning units with tanks of "soup" (C86A) which has a creosol base, in which the bright work is soaked for an hour or more depending on the strength of the liquid. Beside each cleaning tank is a tank with neutralizing fluid in which parts are dipped on the way to a bench where a worker then scrubs them with a hand brush in a small tank of furnace oil. A motor driven wire brush is also used on some parts. When clean, parts are sprayed with fresh oil and returned to the conveyor.

Tanks and benches are well exhausted so that fumes are scarcely noticeable. Workers are provided with gloves, aprons and face masks. They stand on duck boards.

Shop: 232 Overhaul Control and Progress Records

Girls in this shop keep necessary records of parts procurement and flow of work. This also includes checking of nuts and bolts and some partial assembly of small parts and their delivery.

Shop: 233 Piston Check and Ring Assembly

One girl works on checking piston and assembling rings, which is light seated work.

Shop: 234 Cylinder Inspection and Assembly

Work on cylinders involves moving them from a conveyor rack where they are washed inside with kerosene. Women check the numbers and sizes of push rods and renumber any new or unmarked parts. These parts, rocker arms, reground valves, etc., are added to the cylinders and the bolts brought to the proper torque. Women lift the cylinders which weigh 35 to 40 pounds off the conveyor belt onto the benches. There are men working all around but it is said that the women elect to lift the cylinders themselves.

Shops: 235 and 236 Crankshaft, Intermediate Nose, Power Sections

In these shops the parts are too heavy for women to lift, but they do handle them and turn them, which involves considerable effort. Women check, polish, adjust and add bolts, etc. They polish tappet guides and tappets. They do skilled bench work on reduction gears.

Shop: 237 Blower Section and Fuel Pump

Fuel pumps are completely overhauled by women, usually one unit to a person. This is mostly bench work. Seats are long oblong stools without backs.

Shop: 238 Carburetors

An experienced girl can and does completely overhaul a carburetor. They are of all sizes and types and weigh an average of 50 pounds. After soaking in a tank of Turco (creosol base), the carburetor is sprayed with high flash solvent and dried off with a final gasoline spray. A worker usually handles one carburetor a day. Only very experienced workers test their own. The flow bench for testing has one woman learner and six men on the job. The carburetors are calibrated here according to a chart and no further adjustment is done except by the ground crew on the test line.

Newly assigned women are given only the simplest jobs to do, such as sorting nuts and bolts. They continue work under closest supervision. It usually requires six months' experience before a woman can work independently.

Shop: 239 Paint

Women do only the masking of parts in this shop.

Shop: 241 Metal Welding

This shop does odd jobs of repair. Women use torches to burn solder off old fitting; they saw terminals off used conduits; they repair ignition harness and deflectors. All the work in this shop is light.

Shop: 242 Ignition

The ignition shop prepares spark plugs for re-use. Dirty plugs are unscrewed on a machine and the threaded end sent out for reworking. The plugs are cleaned in various ways. They are placed in a machine which twirls them against a polishing tape of aluminum oxide which is held by the woman worker. There is suction to exhaust the dust. Women space the points on a hand-operated machine and test them for clearance. One woman operates a special testing machine on which a nirror reflects the sparks which must be judged for color and continuity. This is a skilled job. Other women buff, spray the inside with lubricant, mask before sending to the paint shop, unmask, brush or lubricant, wrap and package.

Shop: 243 Assembly, Final Check

Four women work on the final assembly of the complete engine. Two work together as a team. They are under the direction of a mechanic but work practically alone. All the engine parts are on the conveyor. A chain hoist is used for the blower, which is complete when it comes to the shop. The complete engine is then built up. The women do everything just as the men are able to do it, including timing the magneto and sending the engine to test. It is not practical to handle cylinders with a chain hoist and they must be held up while they are put in place. The supervisor of this shop expressed the opinion that this work is really too hard, but that the women want to do it and that they are very good at it.

Shop: 244 Test

One girl operator handles the controls of an engine on its 5- to 8-hour running test. A crew rolls the engine into the test cell and attaches it ready for the test. But if necessary this woman is able to make her own attachments and adjustments. When the test is completed the crew is supposed to disconnect the engine, but if for any reason the crew is busy elsewhere, she must herself disconnect the engine and roll it out of the test cell at once. Each operator works alone and is solely responsible for that engine, but the other worker who watches his engine from the same space acts as relief, watching both engines for lunch periods, etc.

Shop: 263 Parkerizing

In this shop paint and rust are stripped from old spark plugs, small springs, etc., and they are then given protective coatings as needed. Small baskets are used for carrying the parts from tank to tank so the work is not heavy. Tanks are well exhausted but some fumes are noticeable. Coatings include parelketone and lacquer for which there is a small dryer. There is only one woman in this shop and she has been there a year.

Shop: 260 Preservation

This shop preserves the engine after test. The inside has already been flushed with preservative in the test cell. The operation must be completed within three hours of the time the running test is over. The engine is first sprayed with cleaning solvent out of doors, where women help by removing rocker box covers and wiping off parts and stands. The engine is then rolled inside to a booth where two women spray it with parelketone, about twenty minutes to an engine. The carburetor and other detached parts are also sprayed, wrapped and placed on the engine stand. From here the engine goes directly into use on a plane or to the Supply Department where it is sealed in a bag for storage or shipment.

Workers are interchanged between shops 230 and 260 as they are both in the same room. Work in both shops is unavoidably dirty and disagreeable and workers are paid an extra 6 cents an hour while doing this work. Parelketone is very irritating to the skin and workers are required to wash immediately after using it.

Recommendations

Shop: 260

The work of this shop is dirty and the preservative used is irritating to the skin. There is only one wash basin for the use of women. The lavatory facilities are inadequate and there should be showers. This condition is known to management and an effort is being made to remedy it.

Shop: 238

Rolling stand should be provided for women to take carburetors to and from the cleaning tanks.

Since so much of the work in this division is heavy, extreme care should be used by the station in assigning women to the division and by the division in assigning women to jobs. This is particularly important in the shops where large parts are handled. Every effort should be made to install mechanical aids.

This division should also provide ample washing facilities for women, as much of the work is very dirty.

Turn-over

There were 18 terminations among the women in this division, or 10.3 per 100 employees. Four women left through personal illness and 4 to join their service husbands; the others were scattered as to cause, 3 of them being discharges.

EMERGENCY REPAIR DIVISION

Women's Occupations.

Minor repairs, emergency repairs, and modification of aircraft is done in the Emrgency Repair Division. In this Division there is just one woman laborer, and all the other women are helpers and mechanic learners, 17 of the former and 8 of the latter.

There are two main categories of work in this division: Bench work and machine operating and workout on planes. The better workers are placed on work on planes and the others are placed on bench work. Typical bench work and machine operations performed by women include:

Squeezer riveting
Gun riveting
Operating electric and pneumatic portable drills
Band saw operating
Single spindle drill press operator
Shear operator (about three foot shear used for cutting small pieces of metal)
Brake operator
Metal stretcher operator: special metal stretching and metal
Metal shrinker operator: shrinking machines developed and built at the Naval Air Station
Filing and burring
Bench subassembly

The women doing bench work and machine operating shift around on a variety of jobs and are not confined to any one type of work.

Women doing work on planes are now mainly on modification operations where new and special equipment is installed and minor changes made. Some of the work requires a considerable amount of climbing around and because of this some of the older women are apt to complain of the workout on planes. The women are first taught one type of installation and are then gradually taught a variety of operations. Typical installations performed by women include instruments, controls, panel boards, oxygen tanks, windshields, straps, brackets, rubber strips, etc.

The one woman laborer in this division cleans planes primarily prior to repainting sections or putting on new insignia.

Some women are doing progress work of following "egrys" (work orders).

TURN-OVER SUMMARY

This Division had a monthly turn-over rate of 10.2 percent during the two months studied, this being about average for the Assembly and Repair Department as a whole. A total of six women terminated in the period. Two women were discharged because of irregular attendance. One of these women had been employed 4 months and the other 6 months. One had no mechanical ability so she had been placed on odd laboring jobs although rated as a mechanic learner. She drank a great deal and her attendance had been very bad with 29 days of LWOP in four months.

One woman went to Texas to be with her husband who was in the Army. One woman was getting married and moving to Los Angeles. The one woman shown as having left for family reasons was scared out of town by her husband and went down to Alabama. She left the Station without resigning so she was really discharged after having been employed a little overa month. The sixth woman was shown officially as having resigned to join her husband in Arizona. Actually she refused to be transferred to another job and resigned. She had a progress job of following "egrys" or work orders and was to have been shifted to another line of work which she refused. She is now back on the Station working in the Engine Overhaul Division.

Two of the women who left did modification workout on the planes. One had a progress job of following work orders, one did bench work, and two did odd laboring jobs of cleaning airplanes, and so forth. In this Division the nature of the work seemed to have no relation to turn-over.

OVERHAUL CONTROL DIVISION

When a plane is brought to the Naval Air Station for repairs it is first taken over to the Overhaul Control Division. There it is completely disassembled and estimates made of necessary repairs or replacement of damaged or missing parts. Then all parts are sent out to the respective divisions for necessary work.

Women's Occupations.

Shop 501 - Disassembly (Total - 57, Female-34)

Planes are disassembled both in the shop and out on the field. Those working out on the fields are being trained to assist on the disassembly of an entire plane rather than the disassembly of one type of equipment. There are certain interchangeable parts such as wings, engines, seats, ordnance, instruments, tail surfaces, etc., which are disassembled and routed for repair and reassembly on any plane of a particular type. There are other non-interchangeable parts which must be marked specially for ultimate assembly back on the same plane.

In the disasembly work in the shop there is specialization on one particular type of disassembly such as wings, control surfaces, ordnance, engines, instruments, hydraulic units, fuselage, electrical, gas and oil systems, and miscellaneous equipment (pilot seats, oxygen tanks, life belts, windshields, etc.) On instrument and ordnance material the equipment is merely taken out of the plane and the analysis of what needs to be repaired is done in the instrument and ordnance shop. On fuselage women assist men in disassembly, but men do the analysis of repair work that needs to be done.

On other disassembly women disassemble the parts sufficiently to see what needs to be done. Three women have been trained to identify all parts of a certain type assembly. They can analyze what repairs are needed and write "egrys" or work orders, and route the part through all the necessary shops for

complete overhaul and repair.

There is a group of women that work on what are called "burr" benches. Small metal tags called "burrs" are made with the identification number of the part, the order number and the shops through which the part must be routed.

They use the photographic catalogs of the Bureau of Aeronautics to identify the parts, incorporate all the latest Bureau of Aeronautics changes, and attach the proper burr to each part. This work requires considerable training and is one of the more skilled jobs in the Division.

Women on the burr benches start as mechanic learners, are broken in on disassembly operations, identification of parts, and gradually taught the burring operations. This burr bench work is subdivided into different types of equipment: wings, landing gear, ordnance, electrical, engines, miscellaneous (life belt, pilot seats, oxygen tanks, etc.)

Shop 502 - Cleaning and Metalizing (T-94, F-40)

In this shop women clean all types of parts and subassemblies including wings, fuselage, tail assemblies, tubing, etc. Often the wing assemblies are cleaned by men first, using the spray method. Women wipe and clean them thoroughly by hand. They use cleaning solvents on rags, brushes, and scrape and clean every little section. They scrape tubes with stiff brushes and solvents and blow clean with an air hose. Care is needed in cleaning tubing so that they are not bent or injured.

Women clean all parts so that they can be inspected for any flaw, no matter how minute. They apply paint remover with paint brushes and remove every vestige of paint, grease, or oil.

All cleaning cloths of this division are washed every day by men who operate big washing machines and air dryers. Women stuff the clean rags into sacks for distribution to all shops.

Women clean rubber gas tanks, pilot seats, and all other types of fixed equipment.

Aprons, gloves, jackets, and rubber boots are furnished to women who need them in this work. Industrial hand cream is also furnished.

Shop 503 - Routing, Inspection, Magnaflux, Transportation (T-19, F-7)

In the transportation shop there are mainly laborers but also a few mechanic learners. Women are employed as scooter operators, Clark tractor operators, and truck drivers. One woman acts as an expediter or dispatcher segregating all material and routing it to proper shops. She handles over 5,000 parts a day.

No women are used on magnaflux inspection. Much of the material handled is too heavy for them and some women have expressed a fear of working on this inspection because of the electricity.

There are a few women employed as "egry" or work order writers. They are rated as mechanic learners or aircraft mechanic helpers, rather than CAF's because they must have a certain mechanical knowledge to do the work. In the course of their work they use the photographic catalogs of the Bureau of Aeronautics and make certain that all Bureau changes have been incorporated in the proposed repair work.

Shop 504 - Parts Sorting (T-31, F-30)

In the Parts Sorting Shop all small parts such as screws, bolts, washers, rivets, clamps and small fittings are sorted and minor repairs made. The parts come degreased and cleaned. They are segregated and some recleaned and repaired.

It takes approximately two months to break the women in on all operations in this shop. They are shifted around on different types of work to enable them to learn a variety of jobs and to relieve eye strain. If they sort parts of one type too long they are apt to develop a bad headache because of fixation in eye focus.

To prevent this the women are alternated on sorting large and small parts and parts of different size.

All sorting is done by eye and by feel. Some women can feel the different thicknesses of washers to 13/1000th of an inch. The threads of all screws and nuts are checked. All clamps are repaired by straightening and fitting to gages and screwing together to make practically a new clamp. Fittings are repaired and recleaned. The repair work done involves mainly dressing up threads with a file and testing all threads.

There is a one-armed woman employed on parts sorting in this shop.

There is a parts sorting machine operated by women which segregates the steel parts from the dural parts. The dural and steel parts are moved on separate belts where women stand and pick off screws, bolts, washers, clamps, etc., placing them in different containers.

There are two women "baggers" who put up parts in small packages for the stoereroom.

There are three women snappers and one woman leadingman in this shop. The leadingman has worked in the division for about three years. She does some work herself in addition to supervising all the women.

All 26 women on parts sorting are rated as classified laborers. They start at 76 cents an hour, but by now most of them have attained the maximum laborers rate of 88 cents an hour.

Most of the work in this shop is done sitting down and very good seats with backs are provided. The women use an industrial hand cream to prevent discoloration of their hands from the constant handling of metal parts.

Shop 505 - Salvage Shop

There are no women employed in the main salvage shop at the present time. There were a few women in this shop, but as there were no physical facilities for them they were transferred and the shop has discontinued hiring them.

Shop 506 - Segregation

Segregation of salvagable metals is done in this shop. They use a magnet to attract steel, and on other metals they scratch the paint and identify the metal by appearance. Supervisors report that it takes quite some time to train women so they can accurately identify all materials.

Shop 509 - Plating

There is one woman employed in the plate shop. She cleans parts prior to plating and does anodizing. She also does nickle, copper, and cadmium plating. She had a rating of helper general, maximum. She was trained on the job for this work, first being placed on cleaning, buffing, and polishing small parts. Now she does primarily plating.

Previously there had been two other women in this shop but they did not work out well because they were afraid of the acids and solutions.

SUMMARY OF TURN-OVER

Laborers are believed to leave for more questionable reasons than the mechanic learners in this division. Petty jealousies are a source of trouble among the women. Some women complain about wage rates when they cannot understand the basis for wage reviews, why certain deductions are made, and so forth. Some complained of being shifted onto different types of work than originally assigned, many having the idea that they can always remain on the work to which originally assigned. Now when women first come to the division they are told that they may be shifted around on different types of work.

Five of the thirty leaving this division did so because of inadequate housing which was the most leaving for this reason in any one division. Three of the five were returning home to Kansas, Missouri, and Oklahoma. One lived some distance from San Diego and wanted to live closer in but could find no suitable accommodations in San Diego. She finally decided to quit because her

husband did not want her to work anyway. The fifth person leaving for housing decided to live with a sick aunt where she could work and care for her aunt in exchange for board and room.

Shop 501 - Disassembly

There were nine terminations among the 34 women employed in this shop during the period studied. There were two instances of where a more careful screening of applicants could possibly have prevented turn-over in that the condition leading to resignation must have been known at the inception of employment. One of these left for household duties and transportation difficulties after one month. One, working on engine disassembly, left due to the nature of the job after two months, deciding she would sooner do office work although she had no training for office work.

Shop 502 - Cleaning and Metalizing

Twelve women, ten of whom worked only two months or under, terminated out of this shop. Five complained that the work was too heavy, that fumes bothered them, or that their health wouldn't stand up under it. Some women are susceptible to cleaning fluid and solvent fumes so it should not be made difficult for them to transfer to another shop.

Shop 504 - Parts sorting

This shop never has had many women who want to either transfer or leave. During the two month period studied only 4 women out of a total of 30 terminated. Two had been hired for just the summer and were returning to school. One went to join her husband who was returning from the war zone. The fourth woman, after seven months employment, left for a combination of reasons including child care, household duties, and personal illness. The mother who had been caring for her three children became ill, so she had to stay home and care for the children and her mother. She had also been out on two months leave previous to this because of throat trouble and pneumonia. Her supervisor contended that she was just "worn" out and sick from trying to run a household and hold down a full-time job.

None of these terminations could be charged to shop conditions.

Shop 50~~6~~5 Salvage

This shop is in a two-sided building at the water's edge and open to the wind of the bay. The lighting is very poor. This shop has in a request to have this building completed and adequate lighting installed. As soon as facilities for women are available, this shop will move over to the main salvage yard where Shop 505 is now located. Of the women who terminated from this shop, two had constant colds and their attendance was irregular.

STRUCTURES DIVISION

Besides repairs to wings, propell~~o~~ers, fuselages, this division handles fuel tanks, cables and wire, windshields and cabin enclosures, parachutes, and all fabric work.

Women have been employed in parachute and fabric work since before the war. They have since been assigned all through the division. Supervisors of this division are alert in watching for c~~o~~umulative fatigue, excessive weight lifting or pulling, and have, in several instances, stopped assigning women to jobs which are proving unsuitable. Women no longer patch, deflate and roll up life rafts, because the work was found to be too exhausting and heavy. Some of the operations involved in washing propell~~o~~ers have proved too hard and women are no longer doing these particular jobs. There is an infinite variety of good jobs for women in the division however, and there seems to be constant reengineering to make more of the work practicable for women.

Shop Summaries
Woman's Occupations.

Shop: 605 Fuselage

Complete repairs to fuselages of all types are made in this shop. Old rivets are drilled out and replacement parts are made as needed for skin, bulkhead and frame. The old skin is flattened out and used as a pattern for cutting the new piece and holes matched up as far as possible. The new skin is then bolted in place and riveted. Holes are cut and brackets installed for new parts. To rivet 3/16 or 1/4 inch rivets and bolt them takes quite a degree of strength. Rusty screws, bolts and copper keys are replaced. Touch-up with chrome yellow is done as needed.

Only five or six women have stayed for any length of time in this shop. They seem to like the work and the shop and the supervisors but the physical demands are more than they can meet over a period of time.

Shop: 606 Surfaces

Work on large wings and tail surfaces is substantially the same as that done on fuselages. It involves climbing and working in awkward positions, riveting and bucking up, sawing and filing. Large wings require more physical effort than those of smaller surface. Frames are straightened in jigs, spare parts made, struts put in place, etc. In shop 606-3, wing surfaces are repaired and smaller surfaces handled and the work is consequently less strenuous. Most of the work is done from blueprints and is of endless variety.

Shop: 607 Fabric

Women in this shop are doing power-machine sewing of gun covers, cushions, upholstery, repairing of flying suits and hand sewing of fabric on wing surfaces, etc. Women have been employed at this work for a long period of time, as it is traditionally women's work and very suitable. Women are trained to do all the operations and repair jobs in the shop, so they are being changed about on jobs and the work is never monotonous.

Until recently, women were patching, deflating and rolling up life rafts. This work was excessively heavy and unpleasant and is now done entirely by men.

Women are "doping" fabric in the same room with those engaged in sewing operations. This is not a desirable situation, though the women report that they quickly become accustomed to the odor of the dope and do not object to it. Women who are doping use protective hand cream and there has been no skin trouble among women so employed.

Shop: 611 Cable and Wire

This shop employs seven women who splice, solder and work on cable of the lighter weights. They do all the operations which men do on the heavier weight cable. Physical strength is required to pull the wires through to make a tight splice.

Shop: 613 Propellors

In this shop propellors are washed with solvent and lacquer thinner, completely overhauled, repaired and adjusted. Fourteen propellors a day must be handled to keep up with the work load. Women were tried on the washing operation but the work was too heavy for them, as the hubs weigh around 35 pounds. Men are now doing all the washing. Women work on the overhauling of governors and are proving very satisfactory. They assist electricians, they assist also in all adjustments for pitch, clean up and inspect small parts, pack blade springs, and do many other jobs in which excessive weight lifting is not involved.

Shop: 614 Paint

Women do brush painting on repair jobs and also brush cleaning preparatory to painting. No women are doing spray painting, though there are exceptionally well-ventilated spray booths. Supervisors declare that the reason women are not employed in the spray booths is that they object to the odor of the paint. It is felt, however, by women in the shop that men are given the preference for this type of work and that the odor of paint in the spray booths is actually less than out in the shop.

Shop: 671 Windshields

All types of plexi-glass cabin enclosures are made in this shop. Men do the moulding of the heated sheets and supervise the cooling. Women as well as men grind off the imperfections and buff smooth. Men and women both cover the edge of the glass, make framed units, insert screws after drilling, assemble gun mounts in a complete unit. They clean, polish and inspect glass. This work is exceptionally adapted to women and they are good at it.

Shop: 683 Parachutes

In this shop new parachutes are made, used ones washed and repaired. There is no sectional work here. Each worker must be able to do all the jobs in the shop and change about as needed. The only exception is that one woman operates the power cutter during her entire shift. The chutes are handled by overhead pulley.

Each woman must operate single, double and four-needle machines as well as the zigzag machine. Rip cords are dipped in trichlorethylene and in parelketone preservative and dried. They are then sewed on with heavy-duty sewing machines.

Canvas workers sew the pack for the chutes and make the attachments for the life rafts.

All inspectors must first have made parachutes. They inspect only four hours a day and sew the rest of the time as a relief. This shop had 51 women rated mechanics at the time of this survey.

Turn-over.
~~Structures Division Summary~~

Shop: 606

Eighteen women left from this shop. One had been employed 8 months, two for six months, four for five months, and two for four months. Since these nine represented 48 months of employment, they were a distinct loss to the station. It is reported that one of the women who had been employed five months and was discharged for irregular attendance, had asked for a transfer because the standing nature of her job was affecting her feet and she was refused. Prior to her assignment in this shop she had been an assistant instructor in the school for three months and had not missed a day. Another, discharged for unauthorized leave, was reported dissatisfied with her job. A third person, after six months' employment was discharged because of inability to satisfactorily perform the duties assigned her. She was still in the Mechanic Learner Intermediate classification.

Shop: 605

Twelve women terminated from this shop. Three of these just left town without satisfactory evidence of validity of reason. Another woman after seven months' employment was discharged for unauthorized leave. Subsequent investigation discloses that she is working in San Diego. She was still in the Mechanic Learner Intermediate classification. Many others left for reasons of very doubtful validity.

The only case of a woman leaving because she didn't like her supervisor came from this division. She had been employed seventeen months. Another after seven months' employment actually left to take a better job though she gave another reason for terminating.

Thirty of the 41 women who terminated came from shops 605 and 606. The work in these shops, while of great variety and interest, is quite strenuous physically. Cumulative fatigue may be accounting for many of those terminations, though other reasons are given as the primary motive. In spite of the willingness of management to transfer women to different shops within the division, it would seem that some of those leaving might have been placed advantageously in another department and not lost to the N. A. S.

The rest-room facilities in shop 607 are both inadequate and inconveniently located.

Two women who terminated from shop 607 were repairing and working on life rafts. This work is no longer assigned to women.

Assembly Division

In this division all parts of planes are sub-assembled, all instruments and fixed equipment, and all parts of the planes are assembled and installed. The plane is assembled, checked, inspected and sent to the Test Line.

The Division is divided into four main areas. A leadingman supervisor of each area controls the progress of the work in the entire area. Each shop working in the area has a crew leader.

SHOPS

712	Sub-assembly of electrical equipment.
717	Installation of hydraulics and flight controls.
718	" of fuel, fire and oil systems.
719	" " fixed equipment.
721	Engine sub-assembly and installation.
722	Rigging. Wing and tail assemblies.
723	Test line.
725	Installation of cowling, fairing and fillets.
770	Store room.
771	Cowling sub-assembly.
772	Wing sub-assembly.
773	Small parts sub-assembly.
780	Instrument installation.

Women's Occupations.

~~SHOP SUMMARIES~~

Shop 770 Store room

Women placed in the store room have been in the vestibule shop for three weeks. After parts and sub-assemblies are complete and checked they are sent to the store room in the Assembly Department. The girls in the store room must know every piece of equipment in the store room and be able to dispense it promptly and accurately. Each girl gives special study to the equipment on a certain type of ship and so each is practically a "specialist" on that particular ship's equipment.

In the tubing store section are hung all the tubes and electric conduits for all ships. Each type of tubing is marked by color bands and all the tubing and wiring for each type of ship is hung in a subsection.

Shop 771 Cowling sub-assembly.

Shop 772 Wing sub-assembly.

Shop 773 Small parts sub-assembly.

Women do much of the work in these shops. They start with small sub-assemblies and progress until they are able to do most of the sub-assembly work without constant supervision. They assemble cowl flaps and speed rings. They assemble accessories to gunner's seats, floor boards, head rests, hoses (which are made up from Egrys.), radar tables, rib assemblies for wings, gunner's foot rests etc. They assemble torque tubes with control sticks and control cables.

Many women are able to work from blueprints and carry on independent operations. All sub-assemblies are inspected before they are sent to the store room.

Shop 712 Sub-assembly of electrical equipment.

Women do about 90% of the bench work in this shop. This shop installs panel boards, fuel transmitters, lighting equipment, electric motors, warning systems, etc. Women help with these installations but a large proportion of their time is spent on bonding. (Bonding is a low resistance electrical connection put between two moving parts to eliminate high frequency electricity caused by friction.) Women use hand tools only in this shop.

Shop ~~171~~ 717 Installation of hydraulic and flight controls.

Women are helping install hydraulic lines and pumps, landing gear, flight controls, torque push rods, bell cranks, remote controls. They use hand tools and electric drills. They use testing equipment which consists mainly of pressure machines to run fluid through hydraulic systems at the same pressure which the plane itself will use when in operation. They install brakes and adjust for clearance.

Shop 718. Installation of fuel, fire and oil systems.

Women assist in installing tanks and tubing, fuel pumps and all other parts of the fuel and oil systems. They use hand tools only.

Shop 719 Installation of fixed equipment.

Fixed equipment includes: enclosures, windshields, baggage compartments, map cases, seats, bomb bay doors, arresting gear, armor plate, head rests, etc. One woman in this shop is an air Mechanic General and acts as a crew leader.

Shop 721 Engine sub-assembly and installation.

This shop is in two sections, one of which puts the accessories on the engine and completes it entirely, the other installs the engines on the ship.

In the sub-assembly section women install on the engine such equipment as: tachometers, generators, carburetors, starters, distributors, ignition harness, engine mounts, cowling formers, speed rings, cowlings, etc. The engine is now in what is called the "quick change" stage. It may then be installed in a plane by mounting and connecting up the fuel, oil and ignition

systems. Or, if it is not to be installed in a plane on the floor and as it is already covered with preservative, it is either sent to the Supply Department where it is boxed for shipment or to the Emergency Repair Division.

Shop 722 Rigging

This shop installs wing and tail assemblies and since the work is too heavy, no women are employed.,

Shop 723 Test Line.

There are no civilians in this test line shop. This final test which includes test flights is handled entirely by Navy personnel.

Shop 725 Installation of cowling, fairing and fillets.

Fairing is the streamlining and connecting material covering body connections. Fillet is a small fairing. Women put on fairing and are very adept at the work. The fairing is cut and assembled and bolted in place. Women use power screw drivers and electric hand drills in this operation.

Shop 780 Instrument Installation

This shop installs and tests all instruments on the plane. These include: artificial horizons, pilot's direction indicators, compasses, turn and bank indicators, altimeters, air speed indicators, etc.

All instrument installations are inspected. Women are proving very capable in this shop. The work is definitely very suitable for them. The woman who is in charge of the instrument stores, has been in the instrument shop for 20 months. She identifies, receives, checks and issues all instruments They are kept under lock and key at all times while being stores.

Shop 182 Ordnance

This shop is not part of the assembly division, but since the work of installing ordnance is done here on the floor, this shop is included in this division summary.

The fixed mounts for the guns are put in the fuselage by the

Structures division. Shop 182 installs the guns and bomb racks.

Shop 112. Electrical accessories.

This shop, part of the Accessories division, installs the wiring for radio and electrical equipment. Women are excellent in this work. They should be small and very active to be satisfactory, as much of their work is done in very confined places.

Turn-over

There have been many complaints from women that the store room in this division is cold and damp. Very recently a balcony was built and much of the sub-assembly of small parts is now done there. In the store room proper there are electric heaters by many of the desks and mats on the floor, but the tubing balcony makes a low ceiling and there is no heat except right at the desks. The lighting is hardly adequate. A high incidence of colds is reported among these store room girls. All seven of the terminations from this division during September and October were women who worked in this part of the building.

The women's counselor reports a great deal of menstrual disorders among women working on installations on ships. The climbing and reaching and twisting is said to be the cause of this trouble. Women do not lift parts of any appreciable weight into or up onto the planes. They do no heavy lifting of any sort. There were no terminations from among this group during the survey period.

However, they do complain of the cold and it is felt that some adequate means of heating the building on cold days should be provided. The windows of the building are blacked out and the big doors are opened for both heat and light.

METAL DIVISION (T-429, F-165)

The Metal Division is where small metal parts and sub-assemblies, exhaust manifolds, and all metal repairs are made. It has its own pattern shop, foundry, drop hammer shop, metal working machines of all kinds, and welding equipment.

Women's Occupations.

Shop 811 - Steel Parts Manufacturing and Repair

Women in this shop are doing acetylene welding. Most of them are doing tack welding but there are two who have passed the Navy welding test for all types of acetylene welding. Most of the women coming into this shop have had previous welding experience. There are welding classes where workers may take welding on their own time, and many metalsmiths are doing this.

Shop 812 - Layout and Patterns

In this shop women are working in the template storage room as junior storekeepers. They check the template in and out and keep storage records.

Six women are employed as template makers in the layout shop. They perform all the operations involved in template making, starting from the very beginning of laying out the templates from blueprints. Two of the women have been employed on this work for over a year. Only those with exceptional educational backgrounds and with a good deal of mathematics have been selected for this work. These women have taken training for this work partly on their own time and partly on government time. They are classified as metalsmith helpers.

One woman is employed as a plaster pattern maker making molds from templates and performing all the operations. She has been on this work for two years and is rated as a metalsmith helper maximum. She took a course in plaster pattern making at the Ford Building in Balboa Park before starting on the job.

Shop 813 - Heat Treat

In this shop there is not only heat treating, but blacksmithing, and welding of manifolds. One woman is certified as a stainless steel welder, and is welding stainless steel manifolds. Some women are employed heat treating rivets in electric ovens and placing rivets in refrigerators. One woman who has since left used to tend the heat treat baths, placing parts in the baths and taking them out. This is a very hot job, but the woman who was on it liked the work.

Shop 814 - Machine Operations

Women in this department are employed on the following types of machines and metal working operations:

Drill press, single spindle
Punch press
Wiedmann turret punches
Band saw
Routing machine
Squaring shear (small size)
Spot welding - women operate the machines but do not set them
Aluminum welding
Burring and filing of parts
Stamping indentification numbers on parts
Silver soldering
Hand forming of metal around form blocks and dies. This is done to pieces coming from the presses and heat treat department.

Shop 815 - Small Parts Manufacturing and Repair

In this shop there is small parts manufacturing and repair involving primarily bench work. Women are employed on bench assembly, hand forming and straightening of metal parts, drilling, and gun and squeezer riveting.

Shop 816 - Tube forming

Women in this shop are shifted around on the following types of work:

Tube bending machine operator
Flaring machine operator
Rotary saw operator (cutting tubing to length)
Squaring ends of tubing by filing
Putting fittings on tubing
Putting protective caps on ends of tubing
Putting colored identification bands on tubing
Template store room helpers

Shop 818 - Engine Cowling Repair

Women in this shop are first started on repair of flaps on cowling. This involves drilling, burring, straightening, riveting, hand forming of parts, etc. Fourteen of the fifteen women employed in this shop are rated as helpers and they work under the direction of an experienced male mechanic. Metalsmith helper maximum is the highest rate of any woman employed here.

Turn-over.

A total of 31 women left this division in September and October 1943. Five women left for personal illness, and two were employed one and two months. The latter two had doctor's statements substantiating their illness which would seem to indicate that their illness should have been detected in the initial physical examination for employment so they would not have been employed in the first place. None of the work that any five of these women were on could have had any bearing on their leaving. Two of the five were certified for "moderate" duties at the time of their physical examination.

Eight women left for child care and a ninth woman left for child care and household duties, which means ~~over~~ that about one-third left for reasons of child care. This would indicate need for much more counselling on child care before a woman is ever employed, and a need for counselling on individual child-care matters through some system of women coordinators after employment. In some cases the women found home responsibilities and working at the NAS too difficult and left for that reason. Some could not find anyone to care for the children after the person who had been caring for the children left. Others quit work when their children had to return to school in the fall.

PLANT DIVISION

This division is in charge of all maintenance work for the Assembly and Repair Department.

Women's Occupations.

Shop 959: Transportation and Garage

Before they can be eligible for a job in this shop, women must hold a driver's license from some State. Before they are allowed to drive any A and R equipment, they must pass the driver's test which is given by the Station. This test has 30 questions and if a woman misses over five, she must take the examination again at a later date. Women are hired for this shop directly at the Labor Board or at "own request" transfer after they are on the Station.

Women drive both U. S. Navy equipment and industrial equipment. They must wear slacks, solid-toed shoes and have their hair covered. Each woman is supplied with a complete set of oilskins, including coat, pants, boots and Sou'westers. Shifts are staggered in this order:

7 a. m. to 3:30 p. m.
7:30 a. m. to 4:00 p. m.
8 a. m. to 4:30 p. m.

Girls are given their choice of shifts and there are no night shifts. The supervisor of this shop feels that the early twenties is the best age group for this work.

On assignment to the shop, women spend one week learning the location of all shops and buildings in the yard. They ride with an experienced driver during this time. They learn to check the oil, gas and water of all equipment they will be expected to drive. They are instructed in the use of CO_2 fire extinguishers which are on all equipment. A good sized fire is actually started and they are expected to put it out efficiently as a test of their ability. Besides pick-up and heavier trucks, women are driving trucks and trailers. They are able to hitch on the trailer in an emergency, though this is normally done by men. They operate 5-ton Hysters, but before so doing must pass the regular Navy crane operator physical examination. They run Clark tractors which tow planes all over the yard and frequently operate them on the highways. They hook the planes onto the tow bars at the back of the tractor.

Shop: 987 Plastic Manufacture

There are three women in this shop. They are making badges and identification cards. In this operation they use a laminating press and a punch press. They handle the heat and pressure controls on the laminating presses. They make plastic numerals and letters on small plastic moulding machines, pouring the powdered plastic and handling the heat and pressure for the entire process. They smooth the edges of these letters and numerals with small jeweler's file. They also repair badges, identification cards and pins.

Shop: 990 Mechanical Maintenance

This shop is responsible for the rigging and installation of machinery in the A and R department. They service all machinery, disassemble, repair and reassemble all mechanical equipment. Sometimes the work is done right in whatever shop the machinery is loca ted, other times the machine is picked up and brought into shop 990. So far the shop has only three women and they are not sent outside the shop.

Women repair gauges, welding equipment, make up air-hose connections, repair pneumatic tools of all types, repair and service sewing machines and numerous other pieces of mechanical equipment.

Shop 991 Electrical Maintenance

This shop is responsible for the servicing and repair of all electrical maintenance equipment. There are six women employed in the shop. They assemble switches and portable electric equipment,make up electric extensions, resistance boxes, floodlights, etc., They use soldering irons, electric-hand drills, band saws, grinding wheels. The operations listed above are only representative of the many operations performed by women in this shop.

Shop: 994 Joiner Shop

This shop does miscellaneous wood-working jobs for the A and R department. There are thirteen women employed in this shop on the day shift only.

They assist in making boxes, desks and similar equipment, assemble benches, pad wing dollies with felt and canvas padding which is nailed on. They assist on band saws, shapers, wood borers, they glue and sandpaper woodwork. Several women operate mortising and tenoning machines.

Shop: 995 Sweepers and Janitors

Since this shop cleans offices and shops for the entire A and R department, it has been found most practical to stagger the shifts of the workers. The shifts are:

7 a. m. to 3:30 p. m.
7:30 a. m. to 4 p. m.
3:44 p. m. to 12:00 p. m.
12 p. m. to 8 a. m.

Women sweepers and janitors clean and sweep in all the shops. They sweep up all material including bolts, nuts, screws, and metal scrap. Metal scrap they put unsorted into cans outside each building which are provided by the salvage division. They wash woodwork, windows, dust and sweep. However, neither they nor the matrons do any cleaning which necessitates their climbing on ladders. They use 14-inch, 24-inch, and 26-inch brooms.

Matrons are assigned a permanent station. They are responsible for the cleanliness of their stations. There is a matron supervisor who is a registered nurse, whose duty is to check on the sanitary conditions of restrooms.

This shop operates as a sort of labor pool from which all divisions can draw. When workers are sent to be under the jurisdiction of another division, their transfer papers are sent in the first Wednesday following and the succeeding Monday they are transferred from the rolls of shop 995 to the new division's rolls.

Shop: 996 Jig and Fixture Shop

This shop designs and makes all sorts of operating and testing equipment for the station, for outlying stations both here and in the Pacific. They design, repair and overhaul jigs and fixtures. They design ventilation equipment, paint and spray booths, water washers, parts washers, design horses, dollies, jacks, testing equipment for every possible purpose~~m~~, make oxygen tank trailers, engine hoists, and instruments for doctors and dentists are both designed and made. The most complicated hydraulic and electrical testing equipment is designed and made in this shop and because of this skilled and experimental work, it has not been easy to adapt women to the work. However, they are doing many light sheet-metal operations. They shear metal, operate band saws, spot welding machines, do-all saws, brakes, single spindle drills and rolling machines. They use all light metal tools.

Turn-over

Since nineteen of the twenty-three women who terminated during September and October were in Shop 995 (Sweepers and Janitors), some discussion of the problems peculiar to this shop may be valuable.

Seven out of these nineteen women worked less than four days and were discharged for being AWOL. Four more worked between fifteen days and one month. This represents an alarming cost to the station.

The nature of the work available in this shop should be explained thoroughly to every woman applicant before she is placed. It is less expensive and more efficient for the station not to put a woman ~~doing~~ on work she is unwilling to do. This work has little appeal and it is not easy to keep or hire an adequate force. A more thorough screening before hiring may temporarily slow up the filling of a necessary quota, but over a period of time the force can be built up of stable, satisfied employees.

There are some factors bearing on the high turn-over in this type of work over which little control can be exercised. The work requires little training and educational background, and so the more desirable employees are not allocated to this work. The job itself is uninteresting and has little or no possibilties of advancement, but it is not too arduous, there is almost no responsibility connected with it.

About the only recourse open is to make sure that the prospective employee understands fully the nature of the work expected of her, and an effort should be made to give her an understanding of the dignity and importance to the war effort of this job.

Many women are inclined to feel that sweeping is not a "war job." It helps frequently to explain that the work of technicians in offices and on machines could not continue unless this housekeeping work is done. Another practice found helpful is to make such workers feel that there is something "special," something that needs particular care or attention, some technical factor connected with her work which she must grasp. Since the women in this work do a certain amount of salvaging of metal, this can be played up. The metal in HER shop is most strategic, valuable and hard to procure, therefore it isn't just anyone whom the station would trust to do this job. This gives a woman pride in her job and something to boast about to her friends, and makes her feel that there is a definite responsibility connected with her job.

Sometimes it pays definitely to take time to explain to a sweeper the jobs and operations that the other people in the shop are doing. This makes her work more interesting and she realizes that her work is as necessary as any other work in the station, which is actually true.

MACHINE DIVISION

In this division parts and equipment are made and machinery is repaired. Tools and equipment and parts are made not only for North Island, but Naval installations in outlying bases in the South Seas and Great Britain, as well as stations on the West Coast.

Shifts: 7:00 a. m. to 4:00 p. m.
4:00 p. m. to 1:00 a. m.
Lunch period staggered from 11:00 a. m. to 12:30 p. m.

Women, as well as men, are sent to Balboa High School in San Diego for machine shop training. The usual procedure is to select women of special sptitude from among those taking their three weeks training at the Vestibule School. Those chosen for the machine shop course are trained from 12 to 20 weeks. They are on the Station pay roll and are given the same pay increases they would receive if they were working right in shops on the island. Occasionally women who have been in the division are sent over to the school for further special training. Women who prove unadaptable at Balboa High School are sent back to the Vestibule School for assignment to other work.

The students do regular production work while in the school. This has the disadvantage that students frequently work too long periods on a certain type of production work, as the school is responsible for satisfactory completion of work for the division. This policy has a tendency to throw the emphasis of the school on production rather than on training.

The equipment at the school is owned by the Navy and the instructors were selected by the Navy from within the machine shop personnel. There instructors are now paid by the state.

~~SHOP SUMMARIES~~
Women's Occupations.

1002 Tool Manufacture

There are only four women in this shop. They operate Pantograph Engraving machines and surface grinders. Since the work of this shop is highly

technical, very few women have been found with the experience or technical background necessary.

1003M Parts Manufacture

Women operate milling machines making parts for machines and all types of equipment such as belting,machines, etc. Some of these women are able to make up parts from blueprints and set up their own machines completely. Others vary in their ability to read blueprints and ability to set up their machines. This shop prefers women about the age of thirty.

Women make all the parts for the automatic belting machines which are assembled in shop 1007.

1003L Parts Manufacture

Women operate both bench and engine lathes in this shop. They are able to set up their machines for most operations. Their work is closely supervised by a shop instructor and help is available on all work which may be beyond their skills.

1004 Landing Gear Overhaul

This shop disassembles, overhauls and repairs landing gear and miscellaneous equipment such as starter cranks, bomb door levers, carburetors, air scoops, gear boxes, brake cylinders, hydraulic cylinders, etc.

Women are started on simpler operations and progress until they can complete the repair and assembly of many pieces of equipment. Women are on day shift only in this shop.

One woman who has been in this shop for quite a long time is able to disassemble, repair, change parts, test all parts, mock pistons and reassemble and check all the brakes for every type of aircraft.

It take approximately six months experience before women can completely overhaul hydraulic brake cylinders. Checking alignments and servicing bearing takes a very short time. Women do not work on the assembly of heavy wheels or inflation of tires, etc.

1005 Screw Machines

Women make bolts, nuts, screws, bushings, oxygen and hydraulic fittings. They operate single spindle drills, slotting machines, turret lathes, small milling machines, threading machines, tapping machines. Supervisors estimate three months experience necessary to be good on drills, tapping and slotting machines and about six months for operation of turret lathes.

Turret lathes operated by women are mainly 1 in., $1\frac{1}{2}$ in., and 2 in., but occasionally they do operate a 5 in. machine.

1007 Assembly Bench

In this shop are assembled parts made and repaired by the machine division. Women assemble bomb sights, tools, jigs, fixtures, gear boxes and sub-assemblies of aircraft parts and assemble and operate the ammunition belting machines which are made right in the division.

1008 Grinding and Drilling

Women are doing some very technical and interesting work in this shop. One woman runs a centerless grinder. She grinds bolts, rods, bushings (outside diameter). She can set up the machine for most operations and as most of the work is of a custom nature, this represents more skill than would be necessary for straight production. She has been running this machine about six months. Women are also operating surface grinders which are considerably easier to set up. Their supervisor estimates that a very few days training is sufficient for these machines. However, the training time necessary to operate an internal grinding machine is longer, usually a few weeks. Cylindrical grinders are also operated by women.

Women are operating many drills. They are able to set up and do most simple operations from blueprints. They are provided with jigs for more complicated parts.

One woman who has been making springs for about four months is considered quite exceptional by her supervisor. She has made as many as 200 springs of .0024 wire, by hand, in one hour. She also coils wire with a mandrel and electric drill, shapes ends of springs with a Prest-O-Lite torch. She is also able to make complicated springs from blueprints.

Turn-over

Since the work in a machine division is of a highly technical nature, requiring a considerable training period during which production is low, extreme care should be exercised in selecting women for placement in this division.

One fifth of the women who terminated from this division during the control months of September and October, left because of inadequate child care arrangements. All were on the night shift. The hiring board should set the most rigid standards of what constitutes adequate child care arrangements for women sent to this division. And until such facilities are available on a twenty-four hour basis, women with children should not be hired for night shift work. Individual arrangements should not be considered adequate as they are very insecure.

Only three women of the entire thirty-two who terminated had an employment span of six months or longer. Thirteen were employed only three months or less. This again indicates the impera tive necessity of demanding the highest qualifications in physical standards and aptitudes, and exclusion of women with any abservable factor which might conceivably affect the duration of their employment. Four women who were discharged because of unadaptability should never have been placed in this division.

Individual case analyses of ill health terminations point definitely to a need for a more thorough medical examination of legs and feet. Since most of the work of this division is done standing at machines, varicose veins, history of feet trouble or back injury should be disqualifying.

Women of excitable or nervous temperaments should be excluded from the machine division as they are too prone to injure themselves or others and are unable to maintain a fair standard of production.

RADIO AND RADAR DIVISION

Shifts:

Shop 1116 (Radio)

7 a. m. to 3:30 p. m.
3:30 p. m. to 12 p. m.

Shop 1117 (Installation of Radio and Radar)

7:30 a. m. to 4 p. m.
4:15 p. m. to 1 a. m.

Women's Occupations.

Shop 1116 - Radio, ¶Most of the women in this division are in the radio shop. Before women come in to this shop, they are taught to make cables, antenna~~s~~e and simple installations of radio equipment while in the Vestibule School. This work they continue when they first come into the shop. They make switch and control boxes and tuning units. They disassemble, rewire, reassemble and test switch boxes. This is cold testing with a meter.

Women continue in special training classes at thir own option, These in-service training classes are of two hours duration and are held twice a week. Half the time is paid for by the Station and half is at the woman's own expense. At the present time in the radio shop there are five women enrolled. They receive installation training, and on completion of the training are able to install both radio and radar equipment on planes. They are then transferred to shop 1117.

Women overhaul receivers and transmitters. After they are tested they are checked by a man inspector. They make cables and install plugs, solder connections and test the entire cable. They learn to read Ohmeters and Megger machines (which are voltage breakdown testers.) They take apart, rebuild, service and test microphones. They also test both transmitting and receiving tubes. The testing machines for tubes are quite complicated, though the machine for testing transmitter tubes is the more difficult of the two.

The male shop planner has a woman assistant who very capably carried

on his work while he was on vacation. There are also three women on "lining up" and "trouble shooting" which is highly technical work, requiring a thorough knowledge of radio theory.

Shop 1117 - Installation in planes.

After women have completed their in-service training in installation, they are able to install radio and radar equipment in planes. There are no women in the actual Radar shop. At one time there was a thoroughly trained woman technician in the radar shop, but she left because of personal reasons and since that time there has been no woman sufficiently trained to go in this shop.

Women are in the status of co-workers with men on installation work. The complicated wiring runs from one cockpit to another, or from one part of the plane to another, and a woman must be able to carry out her part of the work accurately and efficiently. This work involves much climbing in and out of the planes and sometimes sitting for long period of time in cramped quarters. However, women like this work. It is considered quite an honor to get these positions and it takes long intense training in the radio shop.

It is not easy work. There is quite a degree of nervous tension connected with this installation work. This equipment is vital to the successful operation of the plane, the women are alone and on their own to do their work accurately. There is physical effort involved in climbing in and out of cramped quarters and lifting equipment up into the planes.

Turn-over

Four valuable women, excellent workers on installations on planes, left in the control months of September and October. One joined the WAC, one left because her husband was transferred and one very brilliant girl returned to school. Only one was a bonafide case of ill health and she was 34 years old. This is ~~a~~ strenuous work and she had been employed by the division for 17 months.

There should be platforms provided for women to use in stepping up onto the wings of planes. There are excellent ladders and platforms for high work, but very few short portable steps are available for climbing onto wings, which is the most frequent physical effort involved. Women carry radio and radar equipment and have to make this big stretching step up onto the wing. If they are tall, they are able to grasp a hand-hold on the side of the fuselage; if not, they must push themselves up somehow with this valuable and delicate equipment. Getting down, they must jump, which is a definite jar. Portable steps of adequate height should be provided all over the Station wherever women are working in or on planes.

In the radio shop every facility is provided to make the work convenient, comfortable and practical for women. The supervisor of this shop feels that women are definitely adept and satisfactory in the work of his shop and takes an actual pride in their ability. Only one woman was discharged from this shop, and she was lazy and of unpleasant personality rather than unadaptable from a work standpoint. The balance of terminations were for reasons of transportation, child care and illness in family, all definitely not chargeable to the shop.

PLANNING DIVISION

The Vestibule Shop #310 which is used for training new mechanic learners is really under the Planning Division but it has been dealt with separately under another chapter. (See p. 129.)

The Planning Division plans and schedules work for the entire Assembly and Repair Department. This includes planning and estimating personnel and engineering work and procurement and dispersal of all materials. Male planners and estimators break down the jobs and women assistants issue the job orders. These women are on the CAF pay roll.

In the procurement and dispersal of materials, a large number of women are employed in what may be termed semi-clerical positions. In the lost parts tracing (Shop 332), four women are on the Group 2 pay roll and eight are CAF appointments. This shop allocated a girl whose sole responsibility it is to trace lost, misla~~yed~~id or missing parts and material, to each Assembly and Repair Division. The materials section (Shop 333) has three Group II women and eight CAFs. Parts Procurement (Shop 334) has three Group II and 12 CAF.

Storekeepers who are placed in all divisions are Group IVb employees, with the exception of seven in the modification of parts storeroom. The Planning Division is responsible for staffing all toolrooms and storerooms in the Assembly and Repair Department. Women are taught toolroom work and storekeeping right on the job.

Turn-over

Of the thirteen women who terminated out of the Planning Division - aside from the Vestibule Shop - during September and October, there were only two Group II workers, but there were 9 storekeepers and two messengers on the CAF IVb pay roll. (See storekeepers and messengers report.)

Analysis of termination data on storekeepers indicates definitely these terminations were primarily caused by law wage, in locations, where other women are more highly paid. This same situation has arisen in other activities of a similar nature and is not peculiar to North Island alone.

Where a CAF works in an office where all women are on comparable pay schedules, this situation does not become acute. But when women on a CAF rating are placed in close juxtaposition with women on the higher Group II pay roll, they very promptly become dissatisfied with their jobs.

Every division realizes that a storekeeper's efficiency has a definite bearing on the expedition of the work of the division. Tools and materials must be dispersed promptly and accurately. In many ways a storekeeper's job is difficult and technical.

This high turn-over could be reduced by putting storekeepers on an equal wage basis with Group II jobs demanding comparable skill and ability. The nature of the job probably prohibits a journeyman's rate, but it should be possible to justify a helper maximum ceiling on this work. Since many storekeepers do minor repairs on tools and electric cords etc., this Group II classification would not be a misassignment.

There seems to be quite a high incidence of colds among storekeepers, indicating the necessity of providing heated rest rooms in each building where women can go to get warm during their rest periods.

Planning Division -

Vestibule Shop: 310

All workers coming to Assembly and Repair as mechanic learner-minimums must go through a two to six weeks' training course at the Vestibule Shop. One of the main purposes of this is to condition new inexperienced workers for shop work and determine if the person has mechanical aptitude before being placed on a job requiring considerable training time. It is also possible in this shop to shift the women around on different types of work until they are placed where they seem most suited. These shifts can be made without the formal transfer procedure.

Trainees in the shop work on actual production parts so they have a feeling of actual production rather than one of being in a school. Work is done on actual damaged wings, fuselages, hydraulic units, instruments, etc. In addition to the shop instruction there is a certain amount of class-room work in connection with all the courses.

The vestibule shop operates only on day shift. It is on a regular 8-hour day, 48-hour week.

There have been as many as 180 in the school at one time, but the classes are overcrowded with this number. 120 is about the average enrollment. The actual enrollment at the end of September and October 1943 is shown below:

	Male	Female	Total
September 30, 1943	32	101	133
October 31, 1943	27	77	104

A typical distribution of enrollment by course is shown below:

Final assembly	5
Overhaul control	15
Radio	10
Engines	12
Metalsmiths	20
Electrical	10
Fuselage	15
Wings	15
Hydraulics, Instrument, Ordnance	15
Machine (1 or 2 weeks)	4
	121

The trainees are assigned to one of the ten types of training shown above. At the present time as many as possible are to be placed in radio and metalsmith because of shortages of workers in the radio division and metal division. Each week two women are to be added to the instrument training section until there are ten enrolled.

Each division has a quota as to the number of workers it can have, and this serves as a control on the number of enlisted men employed. There is now to be a ratio of one enlisted person to one civilian. The quotas for the shops vary with the work load and anticipated expansion. The vestibule shop now has a quota of 30 new mechanic learners a week.

The length of training is generally a minimum of four weeks, but it depends primarily on the individual. All training is more or less on an individual basis. There are no more than ten or fifteen trainees under each instructor. Those assigned to machine-shop training stay in the Vestibule Shop only one or two weeks, and are then sent to the Ford Building in Balboa Park for instruction in actual machine operating. At the Vestibule Shop they are merely taught the use of hand tools, given safety instruction, and so forth.

It has been found that a woman is better than a man in training women in mechanical skills. A woman uses terminology that another woman is more apt to understand, has more patience with the awkardness of some women in handling tools, and understands the things that are the most difficult for a woman to comprehend. There are six women acting as assistants to the regular male instructors in the electrical, radio, metal, wings, and hydraulics classes. These women have themselves just completed the training course. They have been told that they are qualified for assignment to shop work in a division, but the vestibule shop would like to retain them as assistants to the instructors. They are upgraded in the same fashion as if in a division. The six now employed are rated either as helper maximums or intermediate mechanic learners.

The male instructors in the Vestibule Shop are from the divisions for which they are giving training, and they keep in close touch with the workers they have trained and sent out to the shops. They are familiar with all types of work performed in their shop and they make recommendations as to the specific work that a trainee should be placed on at the completion of training in the Vestibule Shop. After ~~a~~ referral to a shop, training continues right on the job junder the jurisdiction of the supervisor of training in the division. The training in the vestibule shop is merely the first step in the sequence of training outlined for the shop or division.

When a woman is referred to a shop she is given a six-cent raise if her progress has been satisfactory.

INDOCTRINATION LECTURE: Sometime within the first two weeks in the vestibule shop every woman is given an indoctrination lecture of one-half hour to one hour. 15 to 20 trainees are given this lecture at one time. This lecture is given by the supervisor of the school and covers the following points:

NA11/(70-29-GES-mw)

Naval Air Station
Assembly & Repair Department

INDOCTRINATION OF MECHANIC LEARNER (1/2 - 1 hr.)

A - Assembly & Repair Department
    1. Commanding Officer
    2. Division (11 divisions)
    3. Purpose (function of A & R Dept.)

B - Leave
    1. Sick leave
    2. Annual leave

C - Security
    1. Badges
    2. Tools (All tools provided)
        (a) Inspection every 2 months

D - Safety
    1. General rules
    2. Hair nets
    3. Shoes
    4. Clothes (No loose clothes)
    5. Reporting in case of injury

E - Pay
    1. Forty hour for retirement

   2. Income tax
   3. Tardiness

- F - Shop Conduct
   1. Interest
   2. Do not sit on benches
   3. Do as instructed
   4. Do not interfere with other employees

- G - Importance of work
   1. Part of war zone

- H - Movie

In November 1943 the training supervisors from the various divisions started conducting indoctrination lectures for those in training for their division. They explain the work in the various shops of the division, grading and rating of workers in each shop, hours and shift, chain of command in civilian and military personnel, etc. This lecture takes from fifteen minutes to 1½ hours, depending upon the response of the group.

Turn-over

Turn-over would naturally be higher in the Vestibule Shop than any other shop in Assembly and Repair. The turn-over rate was 19.3 percent as compared with a turn-over rate of 10.4 percent for the Assembly and Repair Department as a whole among Group 2 and 3 women. One of the purposes of the Vestibule Shop is to cull out the women who will not prove successful in factory work, or who have no mechanical aptitude for more advanced training in the shops.

36 women terminated during September and October. 14 were employed under 15 days, 16 were employed one month, 5 were employed 2 months, and one was employed four months. The one employed four months was one of the women acting as assistant to an instructor.

Five of the 36 left because of dissatisfaction with wages, which was a higher proportion than in any other division. There were two others who left for a better job where they could make more money. 12 of the 36 terminated were discharged. 8 of the 12 were discharged for unauthorized leave or failure to return to the Station. It was later discovered that 3 of those discharged really left because they were disatisfied with their wages. The fourth in the group of 12 discharged was not feeling well and had no interest in her work, and finally just failed to report back to the Station.

Three of the 36 left for personal illness although none of them had been employed more than a month which indicates the need for more thorough pre-employment physical examinations. Two of the three had doctor's certificates indicating they should no longer continue work at the Station.

Two resigned because they felt they were not suited to mechanical work. Another resigned by request because of inability to get along with other women in the shop. A second woman also resigned by request because her personal record was unsatisfactory in that she would not follow instructions and rules and had a bad attitude in general.

Most of the turn-over in this division is more or less inevitable and little can be done to stop it. However, some of it could be cut down by a more careful screening prior to employment, and a more thorough explanation of the nature of the work. Also the wage rates in terms of actual earnings after all payroll deductions have been made should be explained thoroughly, because not many may take the trouble to interpret an hourly rate in terms of actual weekly earnings. This should do much to cut down the turn-over due to ~~the~~ dissatisfaction with wages. Four left to join their military husbands. It would seem advisable not to place wives of servicemen in training as mechanic learners when it is known that the duration of their employment is apt to be short. These women could be placed on less skilled jobs requiring short training times.

STOREKEEPERS AND MESSENGERS

(Assembly and Repair Department)

Messengers in the A & R Department are charged to the 4B pay roll of the division to which they are assigned. They deliver papers, small parts and run errands. If the errand is close to the division office they walk, if not they operate three-wheeled scooters with side cars. Twelve messengers terminated during the control months of September and October. Five of these went back to school, the other seven left for reasons of child care, personal affairs, returning home, illness in family etc. Only four were 18 years old or younger.

There were eleven terminations among storekeepers in the A & R Department. Nine of these were charged to the Planning Division. (See Planning Division report p. 127.)

Twenty-seven storekeepers terminated from the Supply Department, making a total of 38 for the Station as a whole.

Messengers and storekeepers, on the lower CAF pay scale, are in constant contact with women on the higher group II pay roll. This makes for definite and active dissatisfaction and terminations for less than valid reasons. It is very possible to justify putting storekeepers on the Group II pay roll, but it would be difficult to justify so assigning messengers.

The training time for messengers is short, and many are girls so young they cannot be considered a~~s~~ stable force. Some supervisors report difficulty in keeping messengers busy and stopping them from talking to enlisted personnel. Other supervisors keep the girls busy in the office between runs, doing stapling, and sorting of papers.

Since the period between increment raises for CAF employees is so long, it is little deterrent to tell a young girl that her conduct today may affect her chance of a raise a year or so from now.

The inequalities of promotion policies between Group II and CAF payroll classifications has a definite bearing on the general dissatisfaction found among women in this semi-clerical group.

The Station is sponsoring a plan for reducing the time for increment increases from eighteen months to six months. The general feeling at the Station is that it is the slowness of promotion rather than the low base pay which makes women lose interest in their job, and causes them to resign on the slightest pretext.

(b) SUPPLY DEPARTMENT

Storekeepers.

The Supply Department procures and stores materials and equipment for both the North Island Naval Air Station and the Air Center. Some 150,000 different items are stored in the 23 warehouses. Each item is marked for prompt identification and dispersal.

In Building 27 all spare parts for structural work are kept. These include such items as metal frames for landing gear, tires, parachutes etc. Smaller parts are handled entirely by women. They check parts as received, and store them in the proper bins, racks, etc. They fill orders, placing the assembled material on dollies which they wheel around.

In Building 351 spare parts for PBY's are kept. The huge wings are mounted in padded wing-dollies and women roll them around easily.

In Building 825 women wrap and pack cylinders. The preservative used is irritating to the skin so an hourly bonus is given to those so employed. Many of the cylinders are large, weighing as much as 35 to 50 pounds.

In Building 343 guns, gun mounts, bombracks, etc. are stored. They are piled on platforms and handled by Clark Lift Tractors. It is sometimes necessary to make modifications in some of this material. The boxes are opened, the modifications made and the material repacked for shipment.

In Building 270 women are sealing the pliofilm bags in which engines are packed before crating. All moisture must be removed and then the engines sealed in these moisture-proof bags. Engines are handled with chain hoists, and workers stand on platforms to do the sealing. This operation has been done for only a short time at the Station and women are an efficient part of the crew.

In Building 65 materials are packed for shipping. Women assist in the making of crates and boxes. They do not handle the woodworking machines but they do much of the packing. One woman has been running a caterpill~~e~~ar tractor and many kinds of lifting devices and has been promoted to ~~a~~ craneman. There are two rated women packers and four journeymen woodworkers.

######

Women service supply equipment with gasoline. They work on all the shifts. Women are also sorting metal scrap in the outdoor scrap yard.

Classified laborers in the storehouse do the janitor work in addition to the laboring jobs incident to the work. Storekeepers do not do any manual labor other than that involved in handling parts.

A manual has been prepared for storekeepers, outlining their functions and showing the correct use of all forms they will be using. Each new storekeeper attends school for two hours a day until she has covered the material in the manual.

Messengers. ~~Supply Department Messengers~~

Messengers in the Supply Department have their headquarters in the accounting office. The head messenger stays in the office, the others have regularly scheduled runs. These are changed each month. Messengers bring mail from the Post Office, sort and distribute it. Between runs they are kept busy in the office, sorting and stapling papers etc. They are sent everywhere with papers for special and rush orders. They use side-car scooters on their runs.

Turn-over

The Bureau of Yards and Docks of the Navy Department has specified that the temperature of storehouses must be between 45 and 55 degrees. If women are to work all day in this temperature, it is essential that they have adequate means of getting warm in an easily accessible room, even though they wear heavy clothing.

There should be a warm room in each building where women can sit or lie down during their rest periods, or where they can lie down in emergencies

for a longer period with the authorization of their supervisors. This should materially reduce the high turn-over rate among women in the supply buildings, as ten of the 67 women who terminated during the control period gave illness as their reason for leaving. But many of the storekeepers who terminated gave reasons of doubtful validity, indication that both wages and working conditions may have been underlying causes.

The conditions in building 27 are particularly poor, both from the viewpoint of facilities for getting warm and illumination. New shelving has interfered with the lighting. This condition should be remedied as storekeeping involves much paper work in filling orders, checking invoices and reading stock designations.

Physical effort varies with the material handled. Women in the Supply Department are definitely not supposed to lift excessive weights, but only very sturdy women should be assigned to storeroom work. They should then be carefully placed where the work conforms to their physical ability.

Storekeepers, on the comparatively low CAF pay rate, work side by side with women on the higher Group II pay roll. Dissatisfaction with pay underlies many of the terminations for which other reasons were given. More storekeepers terminated from the Station as a whole, than any other single group.

(c) PUBLIC WORKS DEPARTMENT

Shift: 7:30 - 3:30
Exception: Transportation shop
6: a. m. to 2:30 p. m.
9: a. m. to 6: p. m.

The Public Works Department is responsible for maintenance and upkeep of Station facilities and equipment. The following shops employ women:

Shop 71	Transportation
Shop 72	Laborers
Shop 74	Electrical and Communications
Shop 77	Plumbers and Sheet metal
Shop 78	Painters
Shop 79	Joiners

Women's Occupations. ~~SHOP SUMMARIES~~

Shop 71 - Transportation

This shop at one time had women in the garage on the wash and grease racks but they didn't prove satisfactory, so there are none now so employed. The largest group of women in the shop drive Deisel 42 passenger buses from the Station to Coronado and other points off the Station and buses within the Station confines. They are trained to wash and clean their own buses, service them with gas, oil and water and check the tires.

They must have a driver's license for some state before they will be accepted for employment. They then are given the regular Station driver's examination and are permitted to drive within the Station. (Reference to this exam, in survey of transp. shop in ~~Planning~~ Plant Div. A.+R.) p.114 They are sent around with an experienced driver for a week, during which time they learn the locations on the Station. They drive buses, 1½ ton Stake trucks and station wagons.

Before they can drive the Deisel passenger buses they must pass the regular California State chauffeur's examination.

Women are given their choice of the two day shifts available. They

do not drive constantly while on the bus assignments. They may make several runs in succession during the rush hours and then may be on the Station for several hours, during which time they clean up and service their buses.

The buses are new, have automatic shifts and are physically easier to handle than most such equipment. The supervisor of this shop is well pleased and satisfied with his women drivers.

Shop 74 - Electric and Communications

Women are doing some exceptionally highly skilled work in this shop. For example: They have assisted in the installation of a sub-station on the yard. They helped install the transformers, tested, filtered and pumped the oil into them and assisted in the highly technical work of putting in the nitrogen. They install bus bars; thread, cut and install conduits; put up cable straps; run and splice cables.

After about six months experience and training, women are able to answer trouble calls anywhere on the Station. When an electrician and his woman helper are called out on a night trouble call, transportation to and from her home is provided for the woman. Generally, in most operations calling for a skilled person on "hot" work, women are assistants to men journeymen electricians. They are trained to know every operation he performs, so that they can have every tool and piece of equipment ready for him just as he needs it. They are trained not to speak to him while he is doing this dangerous work and not to hand him a tool or part - but to pay it where he can reach it — without his having to ask for it. This means that they must know and understand thoroughly everything he is doing and the sequence of each job and the tools he will need for each part of the job.

There are cable splicers carts which contain all the tools and parts and equipment that cable splicers may need. At the change of each shift this cart is inspected thoroughly so that when a trouble call comes in, a mechanic and

his woman helper can take out any cart with assurance that it is completely equipped.

When an electrician is splicing underground cable, his woman helper heats the metal for him in a pot, lowers it to him and lowers his tools. She also makes up and has ready lead sleeves which have been cut the right length, scraped on the ends and smoothed the correct distance. She must know every tool and every piece of equipment in the cart and must be able to carry on her work independently so that everything (tools and equipment and parts) are ready when the electrician needs them. Every woman helper is instructed by the safety engineer in artificial respiration and frequent checks are made on her ability in such treatment.

The foundation of the exceptional work women are doing in this shop, lies in the attitude of the foreman. He feels that anything men do, women should be allowed to do when they are capable, providing that it is not too heavy.

In the shop, women are making up and installing fixtures, repairing electric tools, overhauling electric motors, soldering and other usual electrical shop operations.

Shop 78 - Painters

Women in this shop putty, stain, shellac and varnish furniture, office and desk equipment etc. They do no spray painting, only brush work. They paint buildings, interior walls, and woodwork, put Kem-Tone on walls, glaze sash, cut glass, operate stencilling and Embossograph machines. Outside the shop, they paint traffic marks on streets and sidewalks with a small hand spray gun and a street striping machine.

Shop 79 - Joiners

Women assemble sash, screens, doors and cabinets. They install cabinet fixtures and hardware. They nail, glue, sandpaper, run mortising machines, and assist men on saws and other wood working equipment.

Salvage Yard

Excess material from jobs, or material which comes in before the job is ready for it, is kept in a storehouse and salvage yard. Women do regular warehouse work; check material, take inventories, fill material requests for plumbing, electric fixtures, hardware, etc. They are not permitted to do any lifting or high climbing.

Shop 72 - Laborers

Gardeners

Women do light gardening work all over the Station. They clip hedges, plant, prune and care for flower beds. They use light lawn mowers where the space is too small for power mowers. Only men operate the power mowers.

Janitresses and Matrons

Women from this shop do cleaning and janitor work in all buildings other than the A & R facilities. They also clean the officers quarters. A list is posted in each such quarters of the duties women are expected to perform and only those duties may be asked of them. This shop supplies matrons for WAVEs quarters and in women's rest rooms wherever necessary throughout the Station.

Shop 77 - Plumbers and Sheetmetal

Women are doing only the most limited work in this shop. They help install sinks and galley equipment and other operations of a similar nature. They do some shearing of light metal and other simple sheetmetal operations and operate some very simple machines. When and if the work load warrants, women are able to do many more sheetmetal and plumbing operations than they are now performing in this shop.

Turn-Over Summary

Seven out of fifteen women who terminated during September and October worked only two months or less. None of these were in technical jobs and four of them left to get married or to join their service-men husbands.

However, inadequacies of Station placement policy definitely are responsible for two terminations. One woman worked only two days, left, was rehired, worked one more day and left again because of a child-care problem. And the other left after one week's employment because she was physically unable to do the gardening and janitor work to which she was assigned.

Two women bus drivers of ten months employment each, terminated during this period. Both were a distinct loss to the Station. One left because her civilian husband accepted a position in another locality. The other left because of a female condition which was aggravated by the vibrations of the bus. This condition she had previous to the time she started driving. Since the buses are new and easy to drive, women do not drive for long periods at a time, and since other drivers of equal length of service are experiencing no bad physical reaction, this one case does not reflect adversely on any factor of the job itself.

The turn-over among women employed as janitresses and gardeners is high in most activities. The work is hard and not too pleasant. The exact nature of the work should be carefully explained to each applicant, as it is better for the Station financially and productively not to place a woman on a job of which she has a false impression and on which she is sure to be dissatisfied. Only husky, strong women should be assigned to these jobs and even then only after they express a willingness to do all the jobs involved in the assignment.

If printing or multg ever considered, use this first copy (but get Statistician to improve title)

JH
May 18, 44

Women's Bureau
U. S. Department of Labor
Washington 25, D. C.

TURN-OVER RATES IN WOMEN'S EMPLOYMENT IN THREE DEPARTMENTS OF UNITED STATES NAVAL AIR STATION, SAN DIEGO, CALIFORNIA, SEPTEMBER AND OCTOBER 1943, BY ~~[illegible]~~ DIVISION;

and – by shift for A + R Department – turn-over rates for department and terminations and number of employees for department and divisions

Shift	Assembly and Repair Department Groups II and III													Public Works Department Groups II and III	Supply Department siege	
	Total	Accessories	Engine Overhaul	Emergency Repair	Overhaul Control	Structures	Assembly	Metal	Plant	Machine	Radio and Radar	Planning (Vestibule School)	All other planning		Groups II and III	Storekeepers and messengers Group IVb/
Average monthly turn-over rate, September and October 1943	10.4	11.9	10.3	10.2	12.7	7.5	2.0	12.9	8.0	13.6	6.7	19.3	3.8	5.8	16.3	9.7
Total terminations/, September and October	308	75	18	6	30	41	3	31	23	32	11	36	2	15	34	33
Total female employees/, September and October	2,966	630	175	59	237	545	153	241	286	236	164	187	53	1/ 259	2/ 209	3/ 339
Day shift (turn-over rate 10.1 per cent/):																
Total terminations, September and October	240	61	14	5	30	26	2	23	20	10	11	36	2			
Total female employees/, September and October	2,383	489	137	45	237	478	139	164	224	136	105	187	42			
September 20	1,169	242	71	24	103	226	64	80	107	69	60	100	23			
October 20	1,214	247	66	21	134	252	75	84	117	67	45	87	19			
Swing shift (turn-over rate 12 per cent/):																
Total terminations, September and October	68	14	4	1	-	15	1	8	3	22	-	-	-			
Total female employees/, September and October	567	141	38	14	-	67	14	73	55	95	59	-	11			
September 20	273	71	19	7	-	37	7	36	23	47	18	-	8			
October 20	294	70	19	7	-	30	7	37	32	48	41	-	3			
Graveyard shift:																
Total terminations, September and October	None	-	-	-	-	-	-	-	-	-	-	-	-			
Total female employees/, September and October	16	-	-	-	-	-	-	4	7	5	-	-	-			
September 20	9	-	-	-	-	-	-	2	2	5						
October 20	7	-	-	-	-	-	-	2	5	-	-	-	-			

✓ Excludes 25 women in IV b of Assembly and Repair.

1/ September 30, 128; October 30, 131; Total 259.

2/ " " 96; " " 113; Total 209.

2

Women's Bureau
U. S. Department of Labor
Washington 25, D. C.

CAUSE OF TERMINATION IN WOMEN'S EMPLOYMENT IN ~~THE~~ THREE DEPARTMENTS OF UNITED STATES NAVAL AIR STATION, SAN DIEGO, CALIFORNIA, SEPTEMBER AND OCTOBER 1943, BY WOMEN'S LENGTH OF SERVICE 1/

Cause of termination	Total terminations		Total of Three Departments														Total number of terminations	Assembly and Repair Department, Groups II and III and IVb													
			Months of service															Months of service													
	Number	Percent	Under 15 days	1	2	3	4	5	6	7	8	9	10	11	12	13 and under 18		Under 15 days	1	2	3	4	5	6	7	8	9	10	11	12	13 and under 18
All causes - Number	415	100.0	46	79	83	56	41	22	17	18	9	13	9	7	8	7	333	38	64	67	43	32	19	13	15	6	10	7	6	6	7
Percent distribution	100.0		11.1	19.0	20.0	13.5	9.9	5.3	4.1	4.3	2.2	3.1	2.2	1.7	1.9	1.7															
A. Military	5	1.2		1	1		1		1							1	4		1			1		1							1
B. Health	75	18.1	4	15	10	8	10	6	1	5	2	6	3	1	3	1	60	1	12	10	8	7	5	1	4	1	5	2	1	2	1
1. Personal illness	47	11.3	4	13	6	2	8	4		3		5	1		1		36	1	10	6	2	5	3		3		4	1		1	
2. Pregnancy	18	4.3		2	2	4	1	1		2	2	1		1	2		15		2	2	4	1	1		1	1	1		1	1	
3. Physical unadaptability	10	2.4			2	2	1	1	1				2			1	9			2	2	1	1	1				1			1
C. Working Conditions	28	6.7	8	7	3	3	2		2					1	1	1	27	8	7	3	3	2		1					1	1	1
1. Wages	8	1.9	4	3		1											8	4	3		1										
2. Shift	3	.7	1	2													3	1	2												
3. Nature of job	11	2.7	2	2	3	1	1		1					1			11	2	2	3	1	1		1					1		
4. Other	6	1.4	1			1	1		1						1	1	5	1			1	1								1	1
D. Living Conditions	16	3.9	1	3	5	2	3		1							1	14		3	4	2	3		1							1
1. Transportation	5	1.2		1	1	1	1									1	4		1		1	1									1
2. Housing; Living costs	11	2.7	1	2	4	1	2		1								10		2	4	1	2		1							
E. Personal Affairs	234	56.4	13	46	53	39	23	12	8	11	7	7	5	4	4	2	177	11	35	39	27	17	10	6	9	5	5	4	4	3	2
1. Child care	35	8.4	1	2	10	6	3	4	1	3	1	1		2		1	29		1	10	4	2	4		3	1	1		2		1
a. Day shift	21	5.1	1	2	5	3	1	2	1	2		1		2		1	16		1	5	2		2		2		1		2		1
b. Swing shift	14	3.4			5	3	2	2		1	1						13			5	2	2	2		1	1					
2. Household duties	6	1.4		2		1				1		1				1	5		2						1		1				1
3. Illness or death in family; deceased	34	8.2	[illegible]	12	3	5	5	3	2	1					1		27	2	9	3	4	4	2	2						1	
4. To get married	16	3.9		3	5	3		1			1	2			1		9		3	3	2						1				
5. Military husband	40	9.6	3	9	6	7	6	1	1		2		2	2	1		34	3	7	4	6	5	1	1		2		2	2	1	
a. Returning home or leaving town as husband detached	8	1.9		1	2	2	3										7		1	1	2	3									
b. To join husband	32	7.7	3	8	4	5	3	1	1		2		2	2	1		27	3	6	3	4	2	1	1		2		2	2	1	
6. To join husband	13	3.1	1	4	1		3	1	1		1		1				9	1	2	1		2	1	1		1					
a. Civilian husband	4	1.0			1				1		1		1				3			1				1		1					
b. Husband's status unknown	9	2.2	1	4			3	1									6	1	2			2	1								
7. Returning home	19	4.6	1	4	4	2	1	1	2	2	1	1					18	1	3	4	2	1	1	2	2	1	1				
8. Moving out of town	11	2.7	1	3	3	2					1		1				9	1	2	3	2							1			
9. Better job	8	1.9	1	2			2			2			1				5		2			1			1			1			
10. Return to former job	4	1.0			3			1									2			1			1								
11. Return to school	35	8.4	2	2	16	11	2			1		1					21	2	2	8	5	2			1		1				
12. Other family reasons	9	2.2	1	3	1	2	1					1					6	1	2	1	2										
13. Other personal reasons	4	1.0			1				1	1					1		3			1					1					1	
F. Employment Record	57	13.7	20	7	11	4	2	4	4	2			1	1		1	51	18	6	11	3	2	4	3	2			1			1
1. Irregular attendance	7	1.7	1	1	1		2		1							1	6		1	1		2		1							1
2. Failure to return (AWOL)	31	7.5	15	4	5	2		2	1	2							29	14	4	5	1		2	1	2						
3. Personal record unsatisfactory; insubordination	9	2.2	2		2			1	2				1	1			7	2		2			1	1				1			
4. Unsatisfactory production	10	2.4	2	2	3	2		1									9	2	1	3	2		1								
Discharges (included above)	70		21	12	9	5	5	8	4	3			1	1		1	66	19	12	9	4	5	8	4	3			1			1

1/ Length of service shown to nearest full month.

Continued

Women's Bureau
U. S. Department of Labor
Washington 25, D. C.

CAUSE OF TERMINATION IN WOMEN'S EMPLOYMENT IN ~~THE~~ THREE DEPARTMENTS OF UNITED STATES NAVAL AIR STATION, SAN DIEGO, CALIFORNIA, SEPTEMBER AND OCTOBER 1943, BY WOMEN'S LENGTH OF SERVICE 1/ (Continued)

Cause of termination	Public Works Department Group II and III													Supply Department Groups II and III and IVb													
	Total number of terminations	Months of service												Total number of terminations	Months of service												
		Under 15 days	1	2	3	4	5	6	7	8	9	10	11		Under 15 days	1	2	3	4	5	6	7	8	9	10	11	12
All causes - Number	15	3	1	3		3		2				2	1	67	5	14	13	13	6	3	2	3	3	3			2
A. Military	1			1																							
B. Health	2	1										1		13	2	3			3	1		1	1	1			1
1. Personal illness	1	1												10	2	3			3	1				1			
2. Pregnancy														3								1	1				1
3. Physical unadaptability	1											1															
C. Working Conditions														1							1						
1. Wages																											
2. Shift																											
3. Nature of job																											
4. Other														1							1						
D. Living Conditions														2	1		1										
1. Transportation														1			1										
2. Housing; Living costs														1	1												
E. Personal Affairs	10	2	1	2		3		1				1		47		10	12	12	3	2	1	2	2	2			1
1. Child care	3	1				1		1						3		1		2									
a. Day shift	3	1				1		1						2		1		1									
b. Swing shift														1				1									
2. Household duties														1				1									
3. Illness or death in family; deceased														7		3		1	1	1		1					
4. To get married	1			1										6			1	1		1			1	1			1
5. Military husband	3		1	1		1								3		1	1	1									
a. Returning home or leaving town as husband detached														1			1										
b. To join husband	3		1	1		1								2		1		1									
6. To join husband	1											1		3		2			1								
a. Civilian husband	1											1															
b. Husband's status unknown														3		2			1								
7. Returning home														1		1											
8. Moving out of town														2		1							1				
9. Better job	2	1				1								1								1					
10. Return to former job														2			2										
11. Return to school														14			8	6									
12. Other family reasons														3		1			1					1			
13. Other personal reasons														1							1						
F. Employment Record	2							1					1	4	2	1		1									
1. Irregular attendance														1	1												
2. Failure to return (AWOL)														2	1			1									
3. Personal record unsatisfactory; in-	2							1					1														
4. Unsatisfactory production subor- dination														1		1											
Discharges (included above)	1												1	3	2			1									

1/ Length of service shown to nearest full month.

Women's Bureau,
U. S. Department of Labor
Washington 25, D. C.

TERMINATIONS IN WOMEN'S EMPLOYMENT IN THREE DEPARTMENTS OF UNITED STATES NAVAL AIR STATION, SAN DIEGO, CALIFORNIA, SEPTEMBER AND OCTOBER 1943, BY CAUSE

Cause of terminations	Total terminations, three departments		Assembly and Repair Department																Public Works Department, Groups II and III	Supply Department		
			Terminations				Groups II and III															
	Number	Percent	Number	Percent	Storekeepers and messengers Group IVb	Total Groups II and III	Accessories	Engine overhaul	Emergency repair	Overhaul control	Structures	Assembly	Metal	Plant	Machine	Radio and radar	(Vestibule School) Planning	All other planning		Total	Storekeepers and messengers Group IVb	Groups II and III
All causes	415	100.0	333	100.0	25	308	75	18	6	30	41	3	31	23	32	11	36	2	15	67	33	34
Average monthly turn-over rate, September and October 1943			66			10.4	11.9	10.3	10.2	12.7	7.5	2.0	12.9	8.0	13.6	6.7	19.3	3.8	5.8		9.7	16.3
A. Military	5	1.2	4	1.2	1	3	1				1					1			1			
B. Health	75	18.1	60	18.0	5	55	17	4		3	7	1	6	5	6	2	4		2	13	7	6
1. Personal illness	47	11.3	36	10.8	4	32	10	4		1	3	1	5	1	3	1	3		1	10	4	6
2. Pregnancy	18	4.3	15	4.5		15	7			1	2		1	1	2		1			3	3	
3. Physical unadaptability or inability	10	2.4	9	2.7	1	8				1	2			3	1	1			1			
C. Working Conditions	28	6.7	27	8.1	3	24	6	2	1	4	4						6	1		1	1	
1. Wages	8	1.9	8	2.4	1	7	2										5					
2. Shift	3	.7	3	.9		3	1	1		1												
3. Nature of Job	11	2.7	11	3.3	1	10	2	1	1	3	3											
4. Other	6	1.4	5	1.5	1	4	1				1						1	1		1	1	
D. Living Conditions	16	3.9	14	4.2		14	4			5			1		1	2	1			2	1	1
1. Transportation	5	1.2	4	1.2		4	2									2				1	1	
2. Housing; living costs	11	2.7	10	3.0		10	2			5			1		1		1			1		1
E. Personal Affairs	234	56.4	177	53.1	16	161	35	10	3	16	25	2	20	11	19	5	14	1	10	47	21	26
1. Child care	35	8.4	29	8.7	1	28	6	1		3	1	1	8	1	6	1			3	3	1	2
a. Day shift	21	5.1	16	4.8	1	15	4	1		3	1		4	1		1			3	2	1	1
b. Swing shift	14	3.4	13	3.9		13	2					1	4		6					1		1
2. Household duties	6	1.4	5	1.5		5	2			1			1			1				1		1
3. Illness or death in family; deceased	34	8.2	27	8.1	3	24	6	1		4	4		1	1	2	1	3	1		7	3	4
4. To get married	16	3.9	9	2.7		9	3	1	1				1	1			2		1	6	6	
5. Military husband	40	9.6	34	10.2		34	8	4	1	3	5		5	1	2	1	4		3	3	3	
a. Return home or leaving town as husband detached	8	1.9	7	2.1		7	1			1	4		1							1	1	
b. To join husband	32	7.7	27	8.1		27	7	4	1	2	1		4	1	2	1	4		3	2	2	
6. To join husband	13	3.1	9	2.7		9		2		1	1			4	1				1	3		3
a. Civilian husband	4	1.0	3	.9		3		2		1									1			
b. Husband's status unknown	9	2.2	6	1.8		6					1			4	1					3		3
7. Returning home	19	4.6	18	5.4	1	17	3				5		1	3	4		1			1		1
8. Moving out of town	11	2.7	9	2.7	2	7	2	1			2	1			1					2	2	
9. Better job	8	1.9	5	1.5	1	4					1		1				2		2	1	1	
10. Return to former job	4	1.0	2	.6		2	1			1										2		2
11. Return to school	35	8.4	21	6.3	7	14	2			3	4		1		1	1	2			14	4	10
12. Other family reasons	9	2.2	6	1.8		6	1		1		1		1		2					3		3
13. Other personal reasons	4	1.0	3	.9	1	2	1				1									1	1	
F. Employment Record	57	13.7	51	15.3		51	12	2	2	2	4		4	7	6	1	11		2	4	3	1
1. Irregular attendance	7	1.7	6	1.8		6	2		2				1		1					1	1	
2. Failure to return (AWOL)	31	7.5	29	8.7		29	6	1		1	2		1	7	3		8			2	2	
3. Personal record unsatisfactory; insubordination	9	2.2	7	2.1		7	2			1	1		2				1		2			
4. Unsatisfactory production	10	2.4	9	2.7		9	2	1			1				2	1	2			1		1
Discharges (included above)	70		66		1	65	17	3	3	2	6		8	7	6	1	12		1	3	3	

Women's Bureau
U. S. Department of Labor
Washington 25, D. C.

TERMINATIONS IN WOMEN'S EMPLOYMENT IN THREE DEPARTMENTS OF UNITED STATES NAVAL AIR STATION, SAN DIEGO, CALIFORNIA, SEPTEMBER AND OCTOBER 1943, DISTRIBUTED ACCORDING TO WOMEN'S AGE, WAGE CLASSIFICATION, AND SHIFT

Item	Total terminations, three departments		Assembly and Repair Department				Groups II and III											Public Works Department Groups II and III	Supply Department		
	Number	Percent	Total	Storekeepers and messengers Group IVb	Total Groups II and III	Accessories	Engine overhaul	Emergency repair	Overhaul control	Structures *	Assembly *	Metal *	Plant *	Machine *	Radio and radar *	(Vestibule School) Planning *	All other planning		Total	Storekeepers and messengers Group IVb	Groups II and III
Age:	415	100.0	333	25	308	75	18	6	30	41	3	31	23	32	11	36	2	15	67	33	34
Under 18 years	18	4.3	12	4	8	1	—	-	2	2	-	-	-	1	-	1	1	—	5	2	3
18 to 24 "	216	52.0	181	12	169	45	6	4	9	28	1	12	10	16	7	30	1	4	31	16	15
25 to 31 "	81	19.5	55	5	50	9	2	-	10	8	1	8	5	5	1	1		6	21	12	9
32 to 37 "	40	9.6	35	—	35	7	5	-	2	2	1	8	3	3	1	3		1	4	2	2
38 to 44 "	25	6.0	20	1	19	6	2	1	5	1		2	2	-	-	-		3	2	1	1
45 to 54 "	27	6.5	22	3	19	4	2	1	2			-	2	5	2	1		1	4		4
55 to 65 "	6	1.4	6		6	1	1					1	1	2							
Over 65 "	2	.5	2		2	2															
Wage Classifications:	415	100.0	333	25	308	75	18	6	30	41	3	31	23	32	11	36	2	15	67	33	34
Mechanic learner	203	48.9	182		182	56	4	2	12	27	2	14	1	21	6	36	1		21		21
Classified laborer	68	16.4	48		48	1	8	1	16	1			21					11	9		9
Helper, Metalsmith	25	6.0	25	~~2~~ –	25					7		17		1							
Helper, Electrician	15	3.7	15		15	11									4						
Helper, Aircraft mechanic general	10	2.4	10		10	1		3	1	3	1						1				
Helper, General	10	2.4	9		9	2	6								1			1			
Helper, Machinist	9	2.2	9		9									9							
Helper, Aviation instrument maker	4	1.0	4		4	4															
Aircraft fabric worker	3	.7	3		3					3											
Helper, Woodworker	3	.7																	3		3
Helper, Sheetmetal worker	2	.5	1		1								1					1			
Chauffeur	2	.5																2			
Other 1/	3	.7	2		2				1					1					1		1
Messenger	19	4.6	13	13																	
Storekeeper	38	9.2	11	11															6	6	
Lithographer	1	.2	1	1															~~6~~27	~~6~~ 27	
																			~~27~~ –	~~27~~ –	
Shift:	415	100.0	333	25	308	75	18	6	30	41	3	31	23	32	11	36	2	15	67	33	34
Day	343	82.7	262	22	2/240	61	14	5	30	26	2	23	20	10	11	36	2	15	66	33	33
Swing	72	17.3	71	3	3/ ~~65~~ 68	14	4	1	-	15	1	8	3	22	—	—	-		1		1

1/ Boxmaker, Supply; Machine operator and Snapper laborer, A. and R.
2/ Turn-over rate 10.1 percent.
3/ Turn-over rate 12 percent.

Women's Bureau,
U. S. Department of Labor,
Washington 25, D. C.

CAUSES OF DISCHARGE OF WOMEN FROM THREE DEPARTMENTS OF UNITED STATES NAVAL AIR STATION, SAN DIEGO, CALIFORNIA, SEPTEMBER AND OCTOBER 1943 - OFFICIAL REASON AND THAT ASCERTAINED LATER AND REPORTED IN TURN-OVER TABLES

Official reason given for discharge	Number of Discharged	Reason ascertained later and reported in turn-over tables																		
		Personal illness B-1	Pregnancy B-2	Wages C-1	Shift C-3	Nature of job C-4	Associates C-7	Child care E-1	Illness or death in family E-3	To get married E-5	To join husband (military) E-6	Returning home E-8	Moving out of town E-9	Better job E-10	Other family reasons E-13	Irregular attendance F-1	AWOL Failure to return F-2	Personal record unsatisfactory F-3	Unsatisfactory production F-4	Insubordination F-5
Assembly and Repair Department																				
Total	66	2	1	3	1	1	1	1	2	1	1	1	2	1	1	6	29	2	10	
Irregular attendance	8															6	1	1		
Unauthorized leave	46	2	1	3	1	1		1	2	1	1	1	2		1		28		1	
Failed to qualify	6																	1	5	
Insubordinate or undesirable	6						1							1					4	
Public Works Department																				
Total																				
Insubordination	1																			1
Supply Department																				
Total	3															1	2			
Irregular attendance	1															1				
Unauthorized leave	2																2			
SUMMARY																				
Total discharges	70	2	1	3	1-	1	1-	1	2	1-	1	1	2	1	1	7	31	2	10	1
Irregular attendance	9															7	1	1		
Unauthorized leave	48	2	1	3	1	1		1	2	1	1	1	2		1		30		1	
Failed to qualify	6																	1	5	
Insubordinate or undesirable	7						1							1					4	1

TURN-OVER + WOMEN'S EMPLOYMENT AT
U.S. NAVAL AIR STATION, SAN DIEGO, CALIF.

DOC 1942

INTERPRETATION OF INDIVIDUAL CARDS or schedules OF 415 WOMEN INCLUDED IN TURNOVER STUDY FOR U. S. NAVAL AIR STATION, SAN DIEGO, CALIFORNIA

Name

Shop number and department (upper right hand corner)

Hiring-in date to Station

Effective date of termination (crossed out if not last day worked)

Last day worked on station

Duration of employment computed to nearest full month -- shown after hiring in date and termination date. U-15 -- Under fifteen days

Birth date - age computed and shown after birth date

Official reason for terminating:
R, Res., Resign -- resigned
D, Dis., Disch. -- discharged

Supplementary data on cause of termination

Coded (in red pencil) cause of termination as shown on chart.

NW - Nonwhite

Eff. R -- Efficiency rating

Days only - shop only has a day shift
D - day shift worked when left Station
Days -" " " " " "
Nights - night shift worked when left Station
N " " " " " "

Job performed by the woman is shown on the card or can be ascertained by the shop number and report on jobs in that shop.

Wage classifications:
LC Min.-Labor Classified Minimum
LC Int.- " " Intermediate
LC Max.- " " Maximum
ML Min.- Mechanic Learner Minimum
ML Int.- " " Intermediate
ML Max.- " " Maximum

(See chart showing terminations by wage classifimation for interpretation of other abbreviations used.)

Turnover at US Naval Air Station San Diego

415 women studied

On the whole little relation between work performed and turnover. Only in the case of storekeepers and a few other jobs was there a high incidence of turnover.

Sept + Oct studied. Due to technical difficulties in computing turnover in this station turnover rates cannot be compared to those of other plants or industries using a more refined method of computing rates.

Better selection + placement – medical phys should be more thorough

better indoctrination, exit interviews

50% of women leaving had been employed 2 mos or less
65 " " 3 mos or less

Contrast to aircraft on west coast: in Sept 1943 22% " ")

Some of these are wives of service men.

- Turnover startlingly high among new workers (11% of w leaving had been employed under 15 days)
- better plans for exit interviews (some are never interviewed, & those who do have already passed through 13 stages of clearing off the station)
- transfer interviews + exit interviewer could be same people + be women
- phys exam of those who leave for personal illness or physical unadaptability – to ascertain whether the nature of the work had any bearing on the woman's health, or how the woman could have been more wisely placed.

Child care was one of predominant reasons given probably over 10%. More detailed info required of mothers as to child (there is no 24 hour care for ch in the community). Mothers should have Sundays off.

Wage rates + reclassification

17% of terminations due to discharges – abnormally high. (majority, irregular attendance)

Rest periods policy –

Working conditions – mostly fitter jobs to women. low portable steps, chairs more men than women are rejected on physical requirements.

In one shop where only w (except for male supervisors) practically all expressed a preference for working then 48 hrs in a 5 day week so they would have 2 consecutive days off.

Turnover analysis two rec: by dept & division
MVR

Turnover rates for w on day shift 10%
" " swing 12%

Supervisors unwilling to recommend w for journeyman's training. Some women refuse it when offered

transportation a contributing cause to t.o.
only 2% of w gave housing - though it is one of major problems in S.F

11% of w joining husbands
2% returning home because husbands ordered to sea
7% moving out of town.
sweepers - high turnover - unwilling to do
Station gives preference to empl of servicemen's wives & a high turnover in that group is expected

Some Store rooms are cold & damp - high incidence of colds - assembly division room shd be heated Terminations of storekeepers indicates primarily caused by low wage.

Cumulative fatigue may account for many of the terminations in several shops where work is quite strenuous physically (altho of great variety and interest) though other reasons are given as primary motives

Total Separation

cast iron pipe & fittings	14.96
Small arms ammtn	14.55
Shipbuilding repairs	11.58
Ammunition (except small arms)	10.91
Primary smelting & refining	10.36
(except alum & magn)	
Alum & mag smelt & ref	10.37
Nonferrous metal foundries	9.14

Lowest

Sighting & fire-control	4.73
Communication equip	5.31
Elec. equip [illegible]	5.39
Machine tools	5.52
Industrial chemicals	5.34

NORTH ISLAND San Diego

Copy returned by M. Kay
and her letter of
June 10, '44, re
combat-team system.

Hotel Muehlebach
BALTIMORE AVENUE
AND TWELFTH STREET

Hyde

WOMEN'S BUREAU
JUN 14 1944
DEPARTMENT OF LABOR

Kansas City, Mo.
June 10, 1944

Dear Miss Hyde:

My thoughts were very far removed from North Island and San Diego when I received your package with a copy of the North Island report.

You are absolutely right on the "combat team system. I can't figure it out myself now. I am wondering if at the end of ten days without a day off, they then have two consecutive days off.

I think there might be an explanation of the combat team system in the mass of printed material that I left with Miss Nienburg. There is a handbook for new employees which may clear it up. You might check

Hotel Muehlebach
BALTIMORE AVENUE
AND TWELFTH STREET
Kansas City, Mo.

through this and let me know what the answer is.

I am glad you caught the mistake but I don't know what we can do about it now. It is a shame that you did not get to edit it before final typing.

I don't blame you for wondering about the whole thing, and so help me I can't explain it now. I thought I understood it but now am bewildered.

With your "passion" for accuracy I hope you can clear it up.

Love,

Margaret Kay Anderson

I am returning the copy of the report as I can't pack it around with me.
MKA

Women's Bureau
Washington

WOMEN'S BUREAU
JAN 14 1944
DEPARTMENT OF LABOR

Naval Air Station
San Diego, Calif.
December 1943
M.M.Wright

Home Visits

The records of eighty of the four hundred fifteen women studied for their reasons for leaving the Naval Air Station in September and October suggested that home interviews would be of interest. Calls were made at the forty five addresses most readily accessible.

Twenty women were interviewed. Eight had left town. Thirteen were not at home. In four cases the address was wrong or the person not known. Friends or relatives supplied information about eleven persons.

Information received indicated a different reason from the one coded in the study for seven out of the twenty women interviewed as the major reason for their leaving.

Nine of the twenty are not working. Of the eleven who are at work one is back at her old job at North Island and four others plan to go back.

Although one shop supervisor remarked that many women were leaving North Island because of the high handed and impersonal treatment they got this did not seem to be the case with any of the women interviewed. They were all instantly cordial at mention of North Island and in general expressed the feeling that it was a pleasant place to work. The warmth of their feelings seemed in part due to the fact that it is a naval establishment. They liked the idea of work identifying them with their Navy.

December 1943
Marie M. Wright

Home Visits

Naval Air Station, San Diego

Ludwick, Mrs. Amaratta D. 1001 Machine Div.
727½ D Ave., Coronado
Jr. Storekeeper, CAF 2 7/7/43 - 10/23/43 Nights

Born 8/29/94

Res.: Bad heart - ill health. Doctor's certificate shows hypertension. Advised by physician to find less strenuous employment. Her husband is a doctor in the Navy.

12/12 Mrs. Ludwick was interviewed in her very attractive apartment where she and her boy who is a senior in high school await the return of her husband. He was formerly a prominent surgeon in Jackson, Michigan.

Mrs. Ludwig apparently left primarily because of dissatisfaction with the future of her job although it is also true that she had hypertension and a physician advised that she seek other work. The same advice was given her when she started her work at North Is.

Mrs. Ludwick had never worked before but thought she should do so and altho money is not a necessity she feels that while she is working she should make as much as she can to offset the financial cut taken by her husband on going into the Navy. She asked for a job in which advancement would be possible in her first interview with Mrs. Jones and was told that from CAF 2 she could advance to CAF 3 and CAF 4 but she found that this was not true of her job. She was in a tool crib in the machine shop in what to her was an entirely "foreign atmosphere" and thinks she was greatly overpaid at first. She was, in fact, just becoming efficient when she left but she realized that no matter how efficient she was in that job she would still rate a CAF 2. The only girls with higher pay on the job had been taken out on the floor for a short time on machines so that they could be given a mechanic's rating. These girls were then brought back and put in charge of the tool crib. All the other girls no matter what their experience or abaility remained CAF 2. She felt that she would have been better satisfied to have started as CAF 1 with a prompt increase to CAF 2 after the first or second month when she showed her ability. She consideres this an important job and thinks the girls on it would be more apt to give their best to the work of serving the tool window efficiently if they were given recognition in the way of possibility of advancement instead of the realization that they were stuck with a CAF 2 rating solong as they stayed on that job.

While the work is not heavy it is demanding, largely because of the noise and confusion. The doctor considered that this plus the fact that she could not live normally while working at night were caused her blood pressure,which was already too high when she started to work, to go on up to 180 . She had not known it was high until the Doctor at the Labor Board told her, after her insistence, that it was 167. In spite of that she was certified for "arduous work". She thinks the doctor did not know the kind of job to which she was going. She was grateful for the fact that the examination showed up the high blood pressure for she put herself under a doctor's supervision at once. The doctor said she could nevr adjust to night work so that she would get normal rest which she especially needed to withstand the noise and confusion of her job, and advised that she give up the work.

When she had an opportunity to take over the management of a book store in Coronado for three navy men who are the owners she welcomed the opportunity to do congenial work of a sort in which she would probably be able to continue if need be after the war. The hours are better (ten to six P.M.) and permit her to be with her boy for breakfast and in the evening.

The suggestion was made that the oath of office could be made an impressive part of the induction procedure if it were given by a naval officer, at least for a large group, rather than read off hurriedly by a stenographer.

Mrs. Ludwick's initial interview was at the personnel office and she was sent from there to see the store room before she went to the Labor Board to make application. She completed the requirements in one day and considered it all very simple. She explained her reasons for leaving to Mrs. Ferguson in the personnel office/ She said she felt like a "bum" to leave when she was just at the point of being really useful enough to earn her salary. She consideres that she had a very pleasant and interesting experience.

Reason B-1 Really C-6

****

Hayek, Miss Gertrude

959 F Ave.,Coronado

Helper elctrician max. 7/6/42 - 9/1/43
82.4 - 10 out of 18

Accessories

112, Electrical Shop

Nights until shortly before leaving

Born 11/21/1924
Res.: "Dissatisfied with working conditions". 13 mos. on elect. sub assembly. Requested transfer from nights to days and was sent outside where the work is too hard when there was plenty work of the sort she had been doing inside.

The foreman said she had been dissatisfied before and wanted to work days because her boy friend did.

12/13 Gertrude and her mother were interviewed in their home.

Gertrude returned to her former job on electrical sub assembly inside the shop on 12/8 getting her same rating with the approval of all the supervisors.

The story of her leaving is that she asked for a five day leave to go north with her fiance to visit his family before he was shipped off to sea. All the bosses but one approved her leave but he refused although she had a month coming to her and had worked 13 mos. with no time off; so she took the five days anyhow and went north and when she came back was given five days "on the beach". She had been working nights and after a man almost tore the door off her car her mother was worried to have her coming home alone at night so told the foreman that unless her daughter was transferred to days she would see that she quit. He put her on days but inisisted that she work out in the hangars where there is a lot of climbing and jumping which the girl does not like as she says it jars her every time she jumps. She said if she had been needed she would not have cared but there were plenty of men and she was the only girl and not really needed so she decided to quit. Her mother approved as she thought the girl needed a rest after working so long.

After she got rested Gertrude decided she was ready to work again and told some of the girls, who told the foreman, who called her up and asked her to come back on her old job. She said she would if she could have her same rating and since the boss with whom she had trouble had been shipped for sea duty all the supervisors signed her request and she was given her helper max. rating.

She thinks she might take the " inservice" training for electrician if it's offered but the girls all resent the fact that men who also know only one phases of the work in the electrical shop are given an electrician's rating and even leaderman's rating and without any examination(?) The men all admit that two girls who have been in sub assembly two years are as good as any men but these girls will be required to pass an examination or take "inservice" training and then an examination in order to qualify. These girls were brought up in Germany and do not write well so hesitate to take an exam.

Reason C-4

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Lewis, Mrs. Thelma
1536 Blaine St., San Diego
Born 11/5/08
1005, Machine Div.
Nights

Helper Machinist Max 1/21/43 - 9/17/43 and 1/42 - 12/28/42
Turret lathe, slotting, threading, tapping, drilling.
Effic. 5 in 32

Res.: Impossible to keep up her home and hold a position.

Foreman said she had resigned when a M.L. int. because her husband did not want her to work on Dec. 28, '42. She was one of the best workers he had ever had. Her husband wanted her to work with him at Consolidated. This time she had no one to care for her 3 childrn

Sick leave: May 3 Ulcerated tooth, May 5-7 cold in gum. May 20 tooth extraction and sore throat. May 29,30 tooth extraction and bleeding gums. Sept. 2 cold and chills.
1942 Nov. 2 cut hand on tool while releasing chuck of turret lathe; Nove. 20 cold.

12/18 Mrs. Lewis and her mother interviewed in their home. The correct reason for leaving was given. Her mother was temporarily out of the state. The care of the children 4½, 9, and 15 was divided betwen the father who worked days at Consolidated and the mother working nights, which was all right so far as care of the children was concerned but too hard on the mother. Her husband objected that he saw her only 30 min. a day and she was getting badly "pulled down". She thinks she could have managed it except for poor transportation. She had to use the street car with a transfer plus the ferry. It meant 11 hrs. overall for eight hours of work. Her husband had always wanted her to work at Consolidated and she is now doing so but she said that if she had been able to arrange a ride to North Island she would not have left. This would now be possible as more workers from that section drive, now that parking is allowed on the Island.

After her mother came back and she got rested up Mrs. Lewis went to work at Consolidated on the night shift. She has been there three weeks. She drives with her husband to the same building and it takes a bout eight minutes. She started at the same base rate she had been getting and is classed as a C Machine Operaor, 95¢ per hr. with 8¢ extra for night shift making $1.03. At the end of her first month she will be subject to reclassification as B operator, which with the extra for nights will be $1.18 and tops for an A operator will be the same as top rate on the Island of $1.27, she said. She is making large and small parts for the repair of rivet guns and doing all sorts of repair work. She runs the same sort of a turret lathe she ran at NAS.

Mrs. Lewis came from a wheat farm in New Mexico where she drove a combine and tractor and had been used to all sorts of farm machinery. She took a course in machine work at Balboa Park school in San Diego when workers were not paid for it. Consolidated had no opening when she finished and wanted her to stay on at the school for six weeks or so until they could use her but instead she went to work at North Island in Jan. 1942 and worked until Dec. 28. She had her teeth extracted five at a time and with that felt so worn out that she decided to take time off to get in shape again, which she did, and was rehired Jan. 21,1943. She has always been very well and never had any trouble with her feet or legs. Her second physical exam showed her blood pressure to be high so the Naval Hospital would not pass her but when she went to the Labor Board she was passed at once.

She enjoyed her work at NAS and hated to leave. She said she was "respected above everything" there. She started on a drill press then ran a slotting machine, a threader, a tapping machine, and five kinds of turret lathes. She is well satisfied to be rated a machine operator saying that if she wanted to take an apprentice course she could be a machinist but " no women are interested in that because we want to give our jobs back to the men after the war." They are trying to buy a house and cannot manage it on her husband's earnings so she is helping out. She was running the washing machine during the interview.

(She said the physical examination for Consolidated wa s about the same as that for NAS except that Consolidated gave a blood test a nd a pelvic examination of which she approves. A woman applying the day she did refused to have the pelvic examination and was not hired.

Reason E-1

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Nayle, Miss Leona
3685 First Ave., San Diego

605 Fuselage
Nights and days last.

M.L. inter. 5/3/43-8/6/43

Born 10/3/1922
63¼" 141 lbs.
5/1/1943 Certified for arduous work by Dr. Taylor at Labor Board.

Res.: Ill health. Her doctor says she cannot stand hard or heavy work. She was not given an availability certificate.

Transferred from the school to the shop 6/28. Record -"Good but slow. Naturally slow but improving."

12/18 Miss Nayle was interviewed in the house which she shares with five other girls who are in war work.

During the three weeks of training in the school she did riveting and it did n ot bother her but it was lighter work than on the planes she worked on in fuselage section. There she used a "9 x" rivet gun which is heavier and has more vibration but is needed for large rivets. She did a good deal of bucking rivets also and was much of the time under the plane on her back. The vibration shook her all over, she says, and affected her uterus. She was vague as to just how and said the doctor used such technical terms she did not understand but it was not a misplacement and there was no excessive menstrual flow. The doctor to whom she still goes once a month for a check up advised that she should not do any heavy work. She admits that her work was not heavy and not very hard. She had very little climbing to do but was in uncomfortable positions beneath the plane. The doctor advised that she stop riveting and now she is getting all right agaian. She has not worked since she left NAS.

Her only previous work was at Solar where she was move girl for small parts. She quit there to go to Arizona because her mother was sick there. She now wants an unessential job while she gets some dental work done and gets glasses and she then wants to get into the Waves or to take a full time defense job. She is a high school graduate, likes filing and bookeeping but her typing is slow She would be glad to go back to NAS and storekeeping was discussed as a possibility for her. She does not give an impression of ability.

Reason B-3

See Page 7

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Scovill, Mrs. Anna M.
2875 Clay St., San Diego

502, Aircraft Overhaul
Control
Days

Lab. C. Min. 9/30/43-10/8/43

Born 7/26/1900 4 ft. 11 inches.

Res.: Work too heavy. Makes her ill to cross the bay.

Foreman said she was cleaning control surfaces - ailerons, rudders, etc. The work is light and the supervisor felt it could not be too heavy. She did not climb.

12/11 Interviewed at home, Mrs. Scovill gave as her main reason for leaving her objection to working with negroes and being pushed around by them. She was not used to them in New Mexico and tho she has been in 38 other states she thinks the colored people in San Diego are more objectionable than anywhere else. A colored woman said she had taken her chair in the rest room where she went to eat her lunch, so she stood while the colored woman sat. The reasons given in her resignation are also true. She gave all her reasons to all who interviewed her about leaving.

Mrs. S. is 4 ft. 11, weighs 135, and is strong but she said she could not move a large wing herself tho it weighed only 25 lbs. Two women carry one together but even that she found awkward, partly from fear of damaging the part. She thought she would not have minded the solvent although she had a headache the second day. She was afarid to climb up to clean the fuselage. She found it embarrassing to vomit night and morning on the ferry and knew she would be considered a drinker tho she never drinks at all. She has not discussed her reasons for leaving with anyone, not even her husband He does not want her to work but she thinks she should do what she can. She has 5 brothers in the service and a son in the Navy and for a long time she wanted to work at North Island. After all the red tape of getting hired she said she felt a heel to leave but she thought she could do a better job under other circumstances. Personnel office sent her to Dr. Berry and then gave her an availability certificate saying there was no need for her to wait 30 days before finding work elsewhere.

Her previous experience was 6 mos. spot welding at Rohr which she left because of the serious illness of her mother.

Her present employment is at Ryan where she has been for two weeks riveting until such time as she can be transferred to spot welding.

Ryan is more easily reached than Rohr. She liked working at Rohr and spoke especially of the fine rest rooms there.

Her application at NASn was for spot welding but there was no opening. Her physical examination at the Labor Board certified her for any kind of Work. She considered the physical examination very careful. She stripped to thewaist. When she carried the report down stairs she saw her blood pressure and urinalysis report. She was sent to the personnel office and from there to Miss Turner in A& R personnel but Miss Turner did not talke to her; a girl gave her papers to take to shop 502. When she found it she hunted up the foreman. The leadman with no introductions of any kind said, "Work with this lady." The woman said, "We are cleaning wings" and she started right in. Carrying the wings and placing them on the horses she found heavy. She did not want to risk her neck by climbing up to clean a fuselage. She thinks that if she had been told anything of the type of work she was going into she might have been more prepared for it.

She was not told where to find the rest room but when she looked fo for it a man directed her. She found the room small and crowded. She says she does not mix with people but she felt that no one made any effort to be friendly.

She saw Mrs. Holbrook, the women's counselor the first day and liked her very much but she had no special problems about which to go to her.

In taking her papers to various offices to be signed she was frequently misdirected and had to go the second time to one office because no one there would sign the papers the first time.

Reason C-4 Real reason Associates C 7

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Accessories
180 Instrument shop
Days

Davis, Miss Grace H.
5022 35th St. San Diego
M.L. min. 7/15/43 - 9/28/43
Born 9/28/1925

Res.: To have tonsils out.
Work in the instrument shop just passing. Found talking with an enlisted man, she was suspended one day. Upon her return she requested a transfer to Supply as storekeeper but after transferring did not like the work and left the station.

Overhaul of aerial cameras.

12/18 Miss Davis and her mother were interviewed in their home.

This girl started directly in the instrument shop without any training in the school and was working on aerial cameras. She said one of the girls told her that they were entitled to ten minutes in the morning and agian in the afternoon for rest, which she assumed to be true altho no one else told her so. She went out with an aircraft representative to get a drink of water and while in the corridor met a friend of her sister's with whom she stopped to chat for about two minutes. Lt. Adkinson came along and told her to go home for leaving her bench without permission. When she said she thought the girls were permitted ten minutes he said,"That's what you think.", so she went home with one day's suspension. She said her supervisor Chief Boseman tried to tell Lt. Adkinson that she did really work altho she admitted that Lt. A. had always seen her going or coming from the rest room and not at work but Lt. A. would not listen. (She said he was new in the Division about the time she started work and she knew there had been difficulties with various supervisors because of his peremptory assertion of authority.) When she returned to the shop she was told there was no job for her but she couldl go to Planning to see if they had a job for her. They had none but a girl told her about Supply so she went there and was given a job as under storekeeper in 832. It was very cold there as she was workingin receiving near a big ddoor. All the girls worked all the time in coats. She thought the cold would be bad for her throat which had always troubled her so asked for a transfer and was sent to the doctor who said her tonsils should come out.So she resigned for that reason. Since her transfer papers had not gone through she was still on loan from A&R and on their pay roll so is shown as a M.L. tho she was to be CAF 1 as storekeeper.

The doctors to whom she went would not take out her tonsils while they were inflamed and they stay that way. Her mother said that years ago a doctor had told her the tonsils did not need to come out but that the girl had a nervous throat.

So the girl went to the Naval Training Station where she had a job selling in ship service but she did not like that. She wanted to go back to NAS. She had wanted for a long time to work there and it was especially desirable because a special NAS bus goes right from their corner. Other transportation is difficult as it is a longish walk to the street car where service is poor and the fare ten cents. Besides she wanted to go back to NAS to show them she was in earnest about working. She applied again at NAS and finally arranged for a job as truck driver in Planning all but having the papers signed by Commander Ott. Ensign Pope remembered her and said she had caused so much trouble before that they did not want her back in A&R.

The girl left school 3 mos. before the end of the high school course because she would not graduate with her class. Her mother said she ran around too much and caused her more trouble than all her other children. Recently the girl decided she had made a mistake not to finish school so she went to vocational school for one week. When she realized that she would have no money for Christmas she started looking for a job. While still in school she had worked part time

With the telephone company for six months.(her mother did not like it because it was night work.) So she was able to get work on the switchboard at the Naval Hospital but that also is night work from 12 to 8 A.M.She had just returned from the second night and liked it very well but would prefer working at NAS if she could.
Reason C-4

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Manuel,Mrs. Ellen E. N.W. 1007,Machine Div.
212 So. 29th,San Diego Nights
Helper Machinist Int. 10/2/42 - 10/15/43

Born 12/9/16

Discharge:Irregular attendance (55 days absent)Disregarded warnings about poor attendance. Rate of production decreased noticeably due to poor attendance.
Efficiency 29 out of 29

Supervisor said she was in an acuto accident and out 30 days in Jan She was the "king pin" on the 50 cal. machine. Her husband joined the service and her mother was ill in a sanitarium.

12/19 Mrs. Manuel was in bed with flu when interviewed. She showed a letter from Lt. Lamey Dec. 10 in response to a letter she wrote giving the reasons for all her absences. He said she could be rehired.

She had an auto accident and was off Dec. 31 to Feb. 2. She sprained her ankle and was off May 2 to 16. She took 5 days when her husband was inducted in June.(He is now stationed at NAS and works days so she can see him at the dock.)Her mother was almost helpless and in the absence of her sister she had to care for her mother and the sister's boys 11 and 12.InSept. she asked for 6 days leave to take her mother to Elsinore for special treatment. She had been back at work from Oct. 2 to Oct. 13 when she was told that she was discharged for irregular attendance. She had also been away one day a month as she spends one day in bed with cramps in spite of doctoring and a cautery. She had been tardy only 4 times in 13 mos. After the discharge papers were made out and the foreman said he could do nothing about it she felt badly about it and wrote the reasons for her absences to Lt. Lamey. Her father was in the Navy and her husband is and she did not like that black mark against her. She feels it is her Navy too. She said she was sure her work was good and she was a good help to her foreman for she always had to show new girls how to run the belting machines for belting the 30 and 50 caliber machine gun bullets. Other girls came and went but she stayed on. She started right there and wants to go back there as it is the only job she knows. Her sister has just come back and she intends to wait until she is well over the flu and then go back when she may feel sure she will not have to be off again. She agreed to take a doctor's statement about her cramps so the necessity for one day off a month will be recognized.

Reason F -1

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Accessories
180, Instrument Shop

Ledford ,Miss Emma L.
4239 Cleveland St.,San Diego

Resig.: Ill health
Receiving and electrical section

M.L. min. 7/24/43 - 9/6/43
Born 8/16/1921 62½ " 97¼ lbs.

7/8/43 Exam by Dr. Berry endorsed by Dr. Taylor for"probably arduos work". Nose and throat negative.

12/18 Miss Ledford was in bed when visited. Her eyes have been causing dizziness. She has had 3 pairs of glasses in 3 mos since coming to San Diego and is now having special treatments.

In Texas Miss L. worked 1½ yrs as messenger or dispatch girl at Kelley Field checking arrival of planes, out in all weather. She had a strep throat twice and was seriously sick. Since going to San Diego she has had one recurrence and was just getting over it when she was examined for NAS. The doctor made no comment about that but did not pass her eye test and she was told to return next day to the dispensary where she was sent for examination after her interview at the Training school. However, she did not have a pass to the Island for next day so went to the Labor Board doctor who passed her right away.

For the first two days in the school she had to saw all the time which was too much for her and she got sick. She was never well as a child and only finished the 7th grade because of her health.

When she finished her training at the school the instructor took her to the shop and left her there waiting to be placed. She waited all afternoon for a man who sa id he would be right back and returned next morning. After 2 hrs. she was placed in the receiving section of the instrument shop where she checked material coming in and did no manual work. She was sorry to leave the job but thought perhaps being near the water was not good for her throat since it did not heal. She looks very frail but has gained 15 lbs. in San Diego. She is very earnest about working and wants a full time job as soon as she can. She has been working part time at Cal Aero sorting rivets 4 hrs. a day but she will have to give that up because of the strain on her eyes.

Reason B -1

Naval Air, S.D.
Home Visits

Evans, Mrs. Mabel H.
1015 A Ave., Coronado

89, Supply
Days

Lab. C. Max 4/22/43- 10/4/43

Born 5/20/1918 57¾" 110 lbs.
4/21/43 "Arduous work" Naval Hospital

Resig.: Ill health

A good worker in the fuel section issuing gasoline at a pump.

Sick leave: 5/6 intestinal flu; 6/18 Taking vitamin shots. Had check up and day or two of complete rest ordered. 7/21 Cold shots. 8/2 Cold and menstrual trouble. 8/5 Physical exhaustion, vascular hypotension, avitaminosis. 10/1 influenza.

12/12 Mrs. Evans was resting at home with her husband on Sunday afternoon when interviewed. She said she was pregnant and not well when she left NAS. She later had a miscarriage. She did no work for two months excpt a little wiatress work which she found too ~~hea~~ heavy. The only difficulty with her work on the Island was in lifting the manhole covers to let air in the eight tanks night and morning, -about 35 lbs. each. She is only 4 ft. 11 so possibly found that harder than some girls would. She liked the job especially beacuse of being out doors all the time. She would be busy only abo ut two hours in the morning and then have to loaf most of the day.

Two weeks ago she started to work for Consolidated because she wanted to work on the actual building of a plane. She is at the training school in the Ford Bldg. where she expects to spend 1 or ½ mos. They are shown the various tools and parts of the plane and then taught the tools and parts with which they will work. She is on tail assembly and finds the work so varied that she does not mind it as she woudl if she were doing only drilling all day or only riveting. Even so she has had muscle soreness but is graduaally getting in condition.

Mrs. Evans has always worked although she has a husband and three children. She worked at Contintental in Muskegon, Michigan on repair of planes. Her husband is in camp near San Diego and gets home half the time. The three children are being brought out by her i sister who will stay to care for them unless they find they can use the nursery school satisfactorily.

She liked the work on the Island and would have been willing to go back except that she wanted to work on plane construction and she considers this training course a great opportunity.

She has never been able to continue very long at one job as after some months she finds herself getting "run down" so she quits and when she feels fit again finds another job. She considers that she has very good health. She is well built and tho small looks strong and well.

Reason B-1 Should be B-2

Naval Air,S.D.
Home Visits

Tolle, Mrs. Muriel H. 103
2577 L St.,S.D. Days
M.L.max. 12/41/42 - 9/4/43 CPC 2 trans to M.L. 5/10
Born 8/16/20

Job- Handling progress of instruments for the receiving section. Mostly paper work with much running around and use of a scooter. Would bring small instruments herself at times.

Res.:Too hard to work and do household duties at home.

Supervisor said the girl did get very tired and her husband was to be sent out.

Sickleave: Cold2/7; flu 3/7;flu 6/7;cold 8/30;cold 11/6

12/14 Mrs. Tolle was found at home with her sister who lives with her. Her husband expects to return and go out again in Jan.There are no children and the tiny house cannot provide much work for two people.
Mrs. Tolle is a slight, frail looking girl. She and her sister who also works in 103 are very enthusiastic about the work and North Island. Mrs.T. said she thought she really got tired out more from the hour's travel night and morning than from the work or the housework. She has been resting and feels better.

She expects to go to work after her husband's next assignment and will try to get into Naval Stores which is on the main land in order to avoid the ferry trip.
Reason E 2   Real reason D 1

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Bean, Mrs. Marie Z. N.W. 260, Preservation
5017 7th St. Days

Lab. C. Min. 8/21/43 - 8/24/43
Formerly employed 3/14-5/4 Res.-Ill health

Born 6/23/98

Discharge: On probation. Trans. from 995 janitress. Worked 1 day. Trans to sweeper and left.
Walked off the job and did not return.

12/19 Mrs. Bean and her husband interviewed in their room in a cheap hotel. Mrs. B. said she had her tonsils out after her first employment a s sweeper and started back too soon afterwards. She could not stand the acid fumes in shop 260 and the wet work she thinks is awful for a woman. She would rather "chop cotton". She said she was transferred to sweeper after 2 days but that was too hard and her throat bothered her. She thought being near the water might make it worse. It made more difference after her tonsils were out than before. She also has had some lumbago. She has done only day's work since leaving but is now working regularly at Knickerbocker Hotel. Her husband is a roustabout in the Supply Dept.at NAS.

Watkins, Mrs. Margaret L. N.W.
3231 Webster St., San Diego

260, Preservation
Engine Overhaul
Days but assigned night

Lab. C. Min 10/4 - 10/24
Previously employed 6/5 - 8/1 Quit to leave town.
Born 6/26/1916
Res.: Did not want to work nights. No objection to her resignation from shop because she was an unsatisfactory employee. Disinterested in work. Effic. 19 in 19.

12/11 Mrs. Watkins was interviewed in her room. She said she applied for a sweeping job when she went back and was told there were no openings so she was sent to 260 to help break down harness. This was a dirty job and they wanted her to work nights though nothing had been said about night work when she was hired or when she worked on the Island before. They offered to transfer her to sweeping but she thought they should have been able to place her there when she went in. She said white women were hired for day sweepers at that time and intimated discrimination.
She is now doing day's work which is all she cares to do at present (Mrs. W. is a good type physically but her attitude would need to change before she would become a satisfactory worker.)
Reason C-3

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Fowler, Mrs. Jean D.
3671 Logan Ave.

606, Wing Surfaces
Structures
Nights

M.L. Max 3/4/43 - 8/7/43
Born 12/31/1922

Discharge: Unauthorized leave; irregular attendance.

Foreman said worker was ill and had bad feet. She was a fair worker but he said he had no chance to suggest a transfer. (Day supervisor and she worked nights.)

12/11 Mrs. Fowler and her mother, Mrs. Smith, who works in Engine Overhaul sorting rivets were interviewed in their home. The girl looks sick. She said she had heart trouble two years ago. Her phys. exam showed a slight murmur but the Dr. thought it would be all ri right. Altho she liked it the work in 606-3 was too much for her. This is work on small wing surfaces, not heavy but very active work with constant standing or running around. Her irregular attendance was due to athlete's foot which was treated at the Naval Hospital. Warrant Officer Keith was very cross about it but she could not wear sandals at work and in anything else her feet perspired badly and she got open sores. The Doctor at the Naval Hospital told her she must rest and when he saw her again he would decide if she could continue work. She could not get another appointment for two weeks and in the meantime her discharge came through.

Mrs. Fowler was in the Training School when it was at 12th & Natl After 3 weeks there she became an assistant instructor and for 3 monthas did not miss a day. When no longer needed there she went to N. Island and the school moved over a mo. later. When she found that her feet were getting in bad shape she asked for a transfer but the foreman refused saying that she had been trained for that job ands should stay on it.

Her husband is at sea. Her mother is resigning very regretfully after an attack of flu. She finds looking after the 11 yr. old boy and working is too much for her. She has been seeing a doctor weekly trying to keep going.She does not have to work but wants to

Reason B-1

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Lovato, Mrs. Esther E.
3682 Georgia St.

810,Metals Div
Rec. & shipping
Days

Hlpr. Metalsmith Min. 8/4 - 9/10
Born 2/24/24

Discharge: Irregular attendance.Indifferent about work. Tardy 12 days,sick leave 2 days, LWOP 5 days.

Shop was having trouble with losing prints and egrys so put 4 persons on dispatching them. Lovato on this work 2 weeks tho it was not her rate. There are now messengers on this work, which she was doing when she left. She began to talke sick leave and LWOP and did not respond to warnings abt poor attendance. Suddenly took no interest in work and assumed indifferent attitude.

Sick leave: 8/20 Fever. 9/12 Cramps.

12/18 Mrs. Lovato was not at home but telephoned later. She said she worked 9 mos. at Consolidated on wings and quit to work at NAS with her husband.His work starts at 7:30 and hers a t 7 and she was just learning how to get there on time when she was fired. She has not worked since. Her husband is going into the service Monday. She started as a helper because of her experience at Consolidated.

Reason F -1

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Meredith, Mrs. Ora D . N.W.
3231 Webster

995 Plant
Days

Lab. C. int. 6/5 - 9/24
Born 10/22/99

Resig.: Physically unfit to continue assigned duties. Unable to accept offer of transfer.

Shop - Unreliable worker. Sweeper. Weighed about 200 lbs.

12/11 Mrs. Meredith interviewed as she was going out to tend to her chickens. Mrs. Watkins and other women room in her house. Mrs. W. said she liked the work sweeping but it hurt her abdomen. She was in the Metals Div. She said "the change" is "on" her and she is unable to do any regular work so now she keeps roomers.
Reason B - 3

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Gibson, Mrs. Many C.   N.W.   995 Plant
728 S. 33rd St.   Days

Lab. C. Max. 12/11/42- 9/12/43
Born 4/7/20

Res.: To start son in school. Effic. 88.4
A good worker. Still in San Diego.

Sick leave 6/18 - 6/21 Grippe-Doctor's cert.

12/11 Mrs. Gibson interviewed in her attractive new house. Her husband also there. He works at NAS and drives over. Mrs. G. liked the work. She was sweeper in all but 3 of the bldgs. and did not mind being changed around as so many of the girls do. She said she went there to work. A friend who was caring for Junior aged 5 and Helen aged 3 went to Oregon. There is a nursery school very near but her husband wants her to care for her children herself. Her boy cannot strt school until he is 5½ and even then she will have Helen to care for. They are cunning, very black, and into everything. Mrs. G. is very slight.

Reason E -1

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La Fleur, Mrs. Zelma N.   N.W.   995 Plant
3060 L St., rear   Nights
Lab. C. Max. 2/17 - 8/15
Born 2/2/13

Discharge: Unauthorized leave and irreg. attendance.
Sweeper and work O.K.

12/11 Mrs. La Fleur and daughter interviewed in their home. Mrs. F's mother was suddenly very ill and taken to hospital. She has just returned and daughter is just back from a TB sanitarium. Mrs. La Fleur will now be free to work again and wants to go back to NAS as a sweeper by Jan. 1st. It is her opinion that many women work only for the extra money they need to get something they want and when they get the house paid for or their fur coat they are willing to let their husbands do the rest.

Sick leave: 2/28 Dropped scrap on foot. 3/12 Second degree burn on right hand from picking up hot metal.
Reason F -2 Real reason E -3

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Naval Air, S.D.
Home Visits

Randolph, Pauline B. Mrs.   N.W.   831, Supply
3041 Vallee St.   Scrap Yard

Days

Lab. C. Min. 5/11 - 8/31
Born 1/2/21   62" 113 lbs.

Res.: Ill health.   " Out a lot."

Sick leave: 6/10 - 6/18 under doctor's care.
5/8/43 "Arduous work" Dr. Taylor at Labor Bd.
12/14 Mrs. Randolph interviewed in her home as husband was coming in for supper. Her real reason for leaving was child care. Her babies 9 mos. and 1 yr. 9 mos. were left at a friend's house for care but they almost stopped eating and lost weight so she thought she had to care for them herself and they are fine now. She did "strain" herself lifting a small piece of metal in an awkward position. She said it was not too heavy. She liked the work in the scrap yard sorting metal and thinks it "very nice work for a girl" except that it was hot in summer and must be cold now out in the open with no stove. She does not have to work but wants to help out and expects to work again when the children are older.
Reason B -1   Real reason E -1

****

Mitchell, Mrs. Dimple   N.W.   Public Works
3060 Commercial Ave.   Days

Lab. C. Min. 9/13-9/15
Born 12/7/19

Res.: To care for children
Rehired 9/23 Worked thru 24th and absent since. Discharge 10/12

12/14 Mrs. Mitchell interviewed in her room. Her boys were with her only temporarily. They are with her mother in Texas. She said she told the foreman she could arrnge care for the boys all right. She left the first time because she was refused a transfer to other work and was told she could get hired in another dept. She has "put in" for janitress work and was told she would clean floors, etc. She was not told she would have outside work. She was put at raking leaves which was all right but on Sat. the girls have to load the trash on trucks and that hurt her side. (Says appendix troubles her)

Then she was given a hand lawn mower and grass shears, neither of which had she ever used and she could not do the work so she asked for atransfer. When she was rehired instead of being on janitress work she was helping a tool man handle sheet metal and helping with truck dispatching and that was still not the work she wanted, so she quit.

Reason E -1 Real reason C -4

****

Hughes, Mrs. Dolores M.   Supply
1621 Cypress St.   Aircraft spares
Days

Under storekeeper CAF -1(8/6 - 8/19)

Born 5/16/22
Discharge:
LWOP from 8/20 to ~~[illegible]~~ 9/22

12/18 Mrs. Hughes and her husband were interviewed in the house where they room. They are a nice young couple from Michigan. He was 15 mos. overseas and she feels it hard luck that when she could be with him on shore duty she had to be ill. She says she was all right when she had her physical examination but a week later began to be ill and learned that she is pregnant. She was so ill that the doctor said she would not be able to work. She has not worked since. She looks badly and is about to leave for Michigan where she can be with her family until the baby is born. She was sorry to leave the work at which she was barely getting started. She had asked for that job because a friend Mrs. Negge has worked in storeroom #27 for a year and they could be together.
Mrs. Negge is now mostly in the office or in the receiving end. She said that laborers open the boxes and the storekeeper checks each invoice and makes tags for each article. Other storekeepers put them away. Girls sometimes handle tires and landing frames but do not have to lift anything heavy. It is left to a girl to ask fr for help when she needs it so it is possible for a girl to work very hard but not necessary.

Reason F -2 Real reason B -2

TURNOVER - COPY VIEW COPIES

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U. S. Department of Labor
WOMEN'S BUREAU
Washington

SURVEY OF TURN-OVER AND WOMEN'S EMPLOYMENT
AT
U. S. NAVAL AIR STATION
San Diego, California

Margaret Kay Anderson
and
Mary Alice Webb

December 1943

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SURVEY OF TURN-OVER AND WOMEN'S EMPLOYMENT AT U. S. NAVAL AIR STATION
San Diego, California

INTRODUCTION

The U. S. Naval Air Station in San Diego was visited during November and December 1943 in making a special survey of turn-over among women employees. The survey was made for the purpose of not only ascertaining the underlying causes of turn-over, but also developing ways and means of reducing this turn-over. Verbal recommendations were made to the officers at the Station in the course of the study and at the conclusion of the survey. A written summary of recommendations applicable to the Station as a whole was submitted later. (See section on Summary of Recommendations to Reduce Turn-over Among Women). In addition, this report includes suggestions for reducing turn-over applicable to a particular department or shop.

Although turn-over is high among office workers as well as shop workers, this survey is confined to shop workers. Only women in Groups 2 and 3 civil service classifications and messengers and storekeepers in Group IVb classification are covered. The messengers and storekeepers are included because their work is closely allied to that in the shops rather than being strictly clerical.

All the women in these classifications whose terminations became effective either in September or October 1943 were selected for special case study. The date the termination became effective was used as a control, although the last day of work on the Station may actually have been many weeks prior to October or September because the Station uses the effective date of termination as a basis for reporting separations.

During September and October there was a total of 415 female terminations in Group 2 and 3 positions and among storekeepers and messengers. A special turn-over analysis was made of each woman, showing age, duration of employment, wage classification, shift worked, shop, department, and official reason shown for the termination. Every shop was then contacted to get as much supplementary information as possible on the reason why each woman left. In most cases there was an accumulation of reasons, but in classifying the women under a single cause of termination on the charts compiled, an attempt was made to determine the most dominant factor contributing to each woman's separation. However, in determining ways of reducing turn-over consideration was given to all factors, realizing there can be no single solution to turn-over and cognizance must be made of minor as well as major causes.

Data were also gathered on the type of work each woman was doing to see if the nature of the job had any relation to turn-over. In each shop a complete survey was made of typical jobs performed by women to detect any special strains, hazards, or conditions which might be contributing to turn-over among women. On the whole there was little relation between work performed and turn-over. Only in the case of storekeepers and a few other jobs was there a higher incidence of turn-over and special notations of these jobs are made in the shop reports.

Working conditions, policies, and procedures were also studied with relation to turn-over. Hiring procedures, exit interviewing, indoctrination, training, wage rates, upgrading, medical program, safety program, rest-room facilities, food service facilities, women counselor program, and so forth were covered.

Charts.

(Charts have been submitted to officials of Naval Air Station.)

The turn-over rates shown on the charts are the average monthly rates during the two months studied. The usual method of computing turn-over rates, such as basing them on an average monthly personnel computed from the number employed at the beginning and end of the month, could not be used. It was difficult to get comparable employment figures on the same date in the different divisions and departments, so the number employed on one day of each month was used. In the Assembly and Repair Department the number employed September 20 and October 20 was used as a base, in the Public Works Department and Supply Department the number employed September 30 and October 30 was used. For that reason it would not be sound to compare the resulting turn-over rates on the charts with that of other plants or industries using a more refined method of computing rates. Rather the rates on the charts are chiefly of value in making comparisons between divisions and departments on the Station.

North Island activities.

The U. S. Naval Air Station is just a part of the North Island Naval Air Center activities. There are the following subdivisions of North Island activities:

Assembly and Repair Department: The Assembly and Repair Department comes under the Bureau of Aeronautics in Washington, D. C. It is the production department of the Station engaged in the overhaul, repair, maintenance, and modification of airplanes and equipment for the Naval Air Station. The planes are brought in from the war zone for regular overhaul as well as for major repairs necessitated by fleet war service. Upon completion of repairs and overhaul the planes are returned to the fleet.

Supply Department: The Supply Department supplies materials and parts for the other departments of North Island. They also provide supplies for outlying bases and the air fleet.

Public Works: The Public Works Department supplies materials and parts for the construction and maintenance of station facilities and equipment.

Operations: The Operations Department is the functional department of the station. It controls the airfields and airplanes.

Fleet Air: The Fleet Air controls the operations of fleet air forces. There is a separate Admiral in charge of this section of activities at North Island.

Naval Air Center: The Naval Air Center is composed of the following airfields: San Diego, Kearney Mesa, Otay Mesa, Ream Field, Salton Sea, Holtville, and San Clemente.

Communications:

Miscellaneous Departments: There are certain miscellaneous departments, including the medical, security and inspection departments.

In this turn-over study only the Assembly and Repair Department, Public Works Department, and Supply Department of the Naval Air Station are included.

SUMMARY OF RECOMMENDATIONS MADE TO REDUCE TURN-OVER AMONG WOMEN EMPLOYEES AT NORTH ISLAND NAVAL AIR STATION, SAN DIEGO, CALIFORNIA

HIRING PROCEDURES (SELECTION AND PLACEMENT)

1. For careful placement it is recommended that there be brief descriptions of all jobs performed by women in the various departments, divisions, and shops. There should be established minimum and maximum requirements, or any other qualifying features for women to work in a particular division, shop, or job. This should then be used as a guide by all persons having anything to do with selection and placement of new employees.

2. The labor needs of all departments and divisions should be planned farther ahead and the labor requisitions submitted sufficiently in advance of actual needs, to permit the Labor Board and placement officers to plan their selections and placements more intelligently.

3. There should be more careful selection and placement of all new women employees and particularly those assigned to jobs requiring the longer training periods. Need for this is shown by the turn-over figures, which disclose that 50 percent of the women leaving have been employed two months or less and 63 percent have been employed three months or less. This is in contrast to the aircraft plants on the West Coast, where 22.6 percent of the women leaving during September 1943 had been employed three months or less.

4. Wives of servicemen should be placed in jobs requiring short training time. Twenty-five, or 62 percent of the 40 women who left because their military husbands were detached, had been employed three months or less.

5. There should be a more thorough preemployment physical examination for all women. The physical examination should be used as a guide in placement so as to cut down the number of persons leaving for physical unadaptability or personal illness.

6. The intake and hiring procedures should be simplified and standardized, with the number of interviews and steps involved reduced to a minimum. This will reduce the number of losses of referrals from the Labor Board.

7. All intake and placement interviewers should be more familiar with the various types of work at the Naval Air Station, so as to be in a better position to determine the type of work for which a person is qualified. The nature of the work should be explained fully before a woman is assigned to a job, to reduce as much as possible the high turn-over in the first weeks of employment.

8. Prior to employment there should be special counseling of women with small children to see that adequate arrangements have been made for care of these children. The fact that half the women leaving for child care were employed two months or less indicates the importance of such counseling prior to employment.

INDOCTRINATION

Turn-over is startlingly high among new workers. Eleven percent of the women leaving had been employed under 15 days, 19 percent left within one month, and 20 percent within two months. Thus half the women terminating employment left within the first two months. At the present time only new mechanic learners coming into the Assembly and Repair Department go through a formalized indoctrination. Some shops have their own form of individual indoctrination but there is no uniformity on this.

1. It is believed that a more thorough and comprehensive indoctrination of all new workers to familiarize them with the Station, its rules and regulations, procedures, types of work, and so forth, would do much to cut down high turnover among new employees. There should be at least a one-day indoctrination of all Group II and III workers and storekeepers and messengers in Group IVb.

2. The women's safety coordinator should talk to all new women employees during their indoctrination, to explain the importance and purpose of safety rules, clothing requirements, work hazards, and so forth.

3. The new program of women coordinators should be fully explained.

4. There should be a thorough and repeated explanation of payroll deductions, computation of overtime, deductions for tardiness, upgrading and reclassification of workers, and so on. Failure to understand such wage matters was reported a source of irritation to some women, and a thorough explanation in the beginning will create less misunderstanding later.

5. Attached to these recommendations is an outline of material that it might be well to include in such an indoctrination program.

TRANSFER AND EXIT INTERVIEW BUREAU

1. Though there seemed to be leniency in granting transfers and working out arrangements for those not satisfied with their work, there could be a better procedure for handling transfers. It is recommended that there be a central transfer bureau for the entire Station through which all transfers are cleared aside from those made within divisions of departments. A worker handled through this bureau could be reassigned to some other division or department on practically the same basis as a new employee. This transfer bureau would have a record of the labor requisitions for the entire Station and would thus be in

a better position than a shop foreman or division superintendent to know where the person can best be reassigned. It would also enable women who cannot work Sundays to get into a department where Sunday work is not required. Comment on a woman's personal record should not be sent to her new place of employment, as personalities involved in her former job may prejudice those in her new work assignment.

2. The exit interviewers and transfer interviewers could be the same people. because their functions could be interrelated.

3. At the present time all workers leaving the Station are supposed to clear through the central personnel office for an exit interview. In actual practice 20 to 28 percent are never interviewed because they leave on the night shift or Sunday, or have a special pass for getting off the Station. Those who do report for an interview have already passed through 13 stages of clearing off the Station, which makes the possibility for salvage very slight.

It is recommended that after the immediate supervisor and the women's coordinator have been unable to effect an adjustment to keep a woman, she should immediately be referred to the central personnel office for an exit interview.

4. Under the new system of women's coordinators one of the major functions of the coordinators will be to remove causes of turn-over. If the dissatisfaction of the individual is not caught by the coordinator the supervisor should immediately refer the woman to the coordinator so that the real reason for dissatisfaction may be known and overcome if possible.

5. It is recommended that a woman exit interviewer talk to each woman expressing an intention to leave, as a woman will be in a better position for determining the real reason for leaving and more likely to be successful in working out an individual adjustment.

6. The exit interviewers should check with the individual shop after a woman actually leaves the Station. In clearing with the shop on the reason for a women's leaving, there can perhaps be a clarification of ways and means of cutting down turn-over. It places more responsibility on each shop in working out adjustments to keep workers.

WOMEN'S COORDINATOR SYSTEM

1. There should be a comprehensive, well organized plan for the coordination of women's activities for the entire Station. There is a definite feeling on the part of management at the Station that the system in force up until a short time ago was entirely inadequate. Steps have been taken to revise and enlarge the program and an outline of the coordinator's system which has proved practical in other Naval establishments was submitted. A copy of this plan, together with suggestions on how to fit it into the Station's plan of organization, is attached.

PERSONNEL RECORDS

1. There should be uniform records and forms for handling all personnel matters. There should be uniformity as to where these records are kept.

2. There should be standardized and periodic reporting of the number of men and women employed, noting sex, department, division, job classification, and shift. This information should be coordinated in a central personnel office.

3. There should be a uniform method of reporting terminations by sex, age, length of service, wage classification, occupation, division, department, shift, and cause of termination. As full an account as possible should be given concerning the cause of termination of each person. The exit interviewer can get this information if a centralized system of exit interviewing is established.

MEDICAL

From the study of turn-over records more women were found to have terminated for reasons of personal illness and physical unadaptability than any other single cause.

1. A more thorough physical examination should be given all female applicants. Special attention should be given to examination of the legs and feet because of the many jobs requiring standing and climbing all day long, and working on concrete floors and runways.

2. The findings from the medical examination should be used as a guide in placement. Any physical defect that may affect a woman's performance on the job should be recorded on some form which becomes a permanent part of the personnel records in the division where the woman is employed. This should be referred to in making any reassignments or transfers.

3. Effort should be made to give a physical examination to as many as possible of those who leave for personal illness or physical unadaptability. The medical officer should get a complete record on all such cases to ascertain whether the nature of the work had any bearing on the woman's health, or how the woman could have been more wisely placed.

4. There should be a broader nonindustrial medical program, such as giving special care to women suffering from menstrual disturbances. A central sick bay is recommended or several sick bays, where women could lie down for an hour or two, or there could be supervised use of cots in rest rooms.

5. There should be a complete running record kept on each person reporting to the dispensary for either industrial or nonindustrial care, noting results of the original medical examination, accidents, and all care or treatment given. This record should show the department, division, and type of work performed by the individual.

6. There should be a much more simplified method of referral to the dispensary.

7. Dispensary facilities should be expanded. The dispensary should be open for swing-shift workers as well as for those on day shift.

8. There should be periodic physical examination of women in all occupations that might prove detrimental to health over a period of time.

9. There should be a written Station policy on the employment of pregnant women.

SAFETY

1. A woman safety coordinator should be employed for the entire Station. She should be in a position to recommend adjustments in job procedures, equipment, and assignments. She should watch for cumulative fatigue, job strains, and hazards peculiar to women. She should have the same enforcement authority as the male safety inspectors. She should concern herself primarily with women workers, but her functions should not be entirely confined to them.

2. The woman's safety coordinator should talk to all new women employees at the time of their indoctrination.

3. There should be a more uniform enforcement of safety rules and regulations.

CHILD CARE

Child care was one of the predominant reasons given for women leaving: 8.4 percent left for child care, ~~1.7~~ 1.4 percent because of household duties, and ~~7.0~~ 8 percent because of illness or death in family. Those not mentioning their children quite possibly were child-care cases also, so undoubtedly over 10 percent left for child-care reasons.

1. A thorough survey should be made among all mothers at present employed on the Station to find out the numbers and ages of children, place of residence, provision made for care of children, type of child-care service needed or desired, and any special child-care problems the women may have. This should be done by interviewing each woman personally and explaining the purpose of the survey, so that there will be uniform and accurate reporting of the information.

Only with such information can community child-care facilities be intelligently planned. The local child-care committee in San Diego will not put in Sunday care, 24-hour care, or additional facilities for children under 2 years unless it has absolute proof of need for such services.

This information should become a part of every woman's personnel record for future reference.

2. There should be more counseling on child-care problems before a woman is hired. The number and ages of her children, and provision for their care, should become a permanent part of each woman's personnel record. Rigid standards of what constitutes adequate child care should be conformed to in assigning women to jobs requiring considerable training. This can be justified on the basis of knowing that 19 out of ~~26~~ 35, or 54 percent, of the women leaving for child-care reasons in September and October, were employed three months or less.

HOURS AND SHIFTS

1. Women with young children should be allowed to work the day shift until there is 24-hour care for children in the community.

2. There should be as much leniency as possible in allowing women to work six days a week with Sundays off. The system of rotating the days off is believed to contribute to turn-over among women because -

(a) Women whose husbands have Sunday off are likely to find that their husbands object to their working on Sundays.

(b) Absenteeism among women usually is high every seventh week when they must work a 10-day stretch before getting a day off.

(c) There are no facilities for child care on Sundays, so women with young children should be allowed to have Sunday off at least until such facilities are available.

WAGE RATES AND RECLASSIFICATIONS

1. Increment increases for Group 2 workers are possible at the end of 30 days, whereas it takes 15 months for a CAF worker to become eligible for an increment increase. This creates dissatisfaction among storekeepers, who are in constant touch with Group 2 workers. The general feeling is that it is the slowness of promotion rather than the low base pay that makes women lose interest in their jobs as storekeepers and messengers. Reducing the time for increment increases among CAF workers undoubtedly would lessen turn-over in this group.

2. Another method of reducing turn-over among storekeepers assigned to toolrooms and stockrooms in the Assembly and Repair Department would be to place them on an equal pay basis with Group 2 jobs demanding comparable skill and ability. The nature of the job probably prohibits a journeyman's rate, but it should be possible to justify a ceiling of helper maximum on this work. Since many

storekeepers make minor repairs on tools, electric cords, etc., this Group 2 classification would not be a misassignment.

3. There are women employed in the parachute shop and on fabric and upholstery work, who are in Group III classifications, these being woman-employing occupations since before the war. Aside from these there are only two women in the Assembly and Repair Department with journeyman's ratings; one is a radio mechanic and the other an electrician. Though the training department has set up a practical method whereby a woman may get her journeyman's rating, she must be recommended for such training by her supervisor. Since only two women are so rated, this may indicate discrimination against women on the part of supervisors empowered to make recommendations. Job classification records should be checked by the training department, and when a woman has attained the helper maximum rating her eligibility for journeyman's training should be discussed with her supervisor. The supervisor should either recommend her for this training or refuse recommendation, valid reason in writing.

DISCHARGES

Seventeen percent of the terminations from the entire Station and 20 percent of the terminations for Assembly and Repair were due to discharges. This seems abnormally high.

1. More attempts should be made to work out remedies for irregular attendance and unauthorized leave before they become chronic. There may be legitimate reasons for such irregular attendance among women with household and family responsibilities, which could be worked out if more effort was made to do so.

2. The majority of those discharged for failure to return or irregular attendance had been employed the very short time of less than 15 days and under one or two months. This would indicate need for more careful screening of applicants.

3. There should be a uniform administration of the policy on discharging workers for irregular attendance or unauthorized leave.

4. A personal efficiency rating can be lowered by poor attendance to the extent of being a basis for discharge. In this connection there should be some distinction between avoidable and unavoidable absence. This is particularly true among women who have family responsibilities that may be the cause of absenteeism. For instance, child-care agencies refuse the care of children when they are ill and this may be the cause of frequent absenteeism among mothers.

5. Some of the discharges are due to "failure to qualify". It may be that some supervisors are basing their estimates of individual performance too much on pre-war standards of production while dealing with women who may take longer to attain full efficiency on the job.

REST-ROOM FACILITIES AND REST-ROOM PROCEDURES

1. A complete survey should be made of all rest-room facilities for women, showing the size, number of wash basins, toilets, lockers, tables, benches, stools, soap-dispensing machines, cots, provision of heat, showers, and so forth. The condition of equipment and facilities and state of cleanliness should be noted. Included should be the number of women on each shift who use each rest room.

2. Each department or division should work out a policy on rest periods and use of rest-room facilities. Determination of whether it is more practical to have all women leave at one time or take their rest period at the convenience of their work is dependent on the available facilities and the nature of the work of the division.

3. Regulation or rest-period time in rest rooms should not be left to the matrons, but should come under the supervision of the woman's shop coordinator.

WORKING CONDITIONS

1. A high incidence of colds was found among storekeepers who left the Station. The Bureau of Yards and Docks has specified that the temperature of storehouses must be between 45 and 55 degrees. If women are to work all day in this temperature it is essential that they have adequate means of getting warm in an easily accessible room.

2. Low portable platforms or steps should be provided and used where women are doing work that requires climbing in and around planes. This will reduce the strain of climbing up on the planes and the jar caused by jumping down.

3. There should be provision for more rolling stands for moving heavy parts on which women are working. This would eliminate much of the heavy lifting that women are doing in some of the shops.

4. In some shops there could be provision for more chairs with backs where women are seated all day at their work.

5. In the engine-overhaul division better washing facilities should be provided, as much of the work is very dirty. There should be showers and a place where workers can change and store their work clothes.

6. The illumination is substandard in several of the Supply Department storehouses. New shelving has been the partial cause. Adequate light should be provided as soon as possible because storekeeping involves much paper work and stock must be quickly and correctly identified.

TRANSPORTATION

1. Arrangements should be made for direct bus service between the Plaza and the ferry landing at the changes of all shifts, to avoid the necessity of having to make so many bus and streetcar transfers.

2. There should be more parking space on the San Diego side of the ferry landing.

3. There should be additional shelters on the ferry landing on each side so that workers will not get wet from standing in the open waiting for the ferry. This would reduce the number of those suffering from chronic colds and possibly bring about a decrease in the number leaving for personal illness.

MATERIAL SUGGESTED FOR INCLUSION IN INDOCTRINATION COURSE FOR WOMEN

Welcoming talk.

Give data material such as safety booklets, personnel booklets, etc., current issues of any plant publications. Explain that material in booklets will be gone into ~~a~~ in detail orally.

Relation between civilian employees ~~on~~ in Civil Service and the Navy.

Explain departmental set-up and the work of each department in relation to the production aims of the whole.

Explain line of civilian authority.

Yard and shop coordinating or counseling system for women.

Personnel policies: Sick leave, annual leave, vacations, safety, medical procedures, wages and salaries, suspensions and discharge, grievance procedure.

Training, advancement, and transfer. Efficiency-rating system.

Aircraft nomenclature.

Navy Line Authority.

Safeguarding military information.

Information of value to women on: Housing, transportation, rationing, child care.

Identification badges; Explanation of numbers and information printed thereon, what to do if forgotten, etc.

Musters and reinstatement policies.

Dispensary: Type of service, proper method of being admitted, compensation.

Safety talk by woman safety coordinator. Clothing regulation, etc.

Personal information:

Conduct on job.
Rest-room loafing.
Relation between men and women on the job.
Food.
Rest habits.
Physical cleanliness and care.

Station tour.

NUMBER EMPLOYED AND LABOR SUPPLY

Before Pearl Harbor women were employed chiefly in the parachute shop and fabric shop as power machine operators, hand sewers, and so forth. There was a gradual expansion in women's employment until they now are employed in almost every type of work on the Station. Out of grand total of 7,110 employees in September 1943 there were ~~2,691~~ 2891 women, ~~or~~ so women composed 40 percent of the work force.

It was estimated that women would ultimately compose 60 to 65 percent of the work force. The table below shows that in recent months more women than men are being hired.

(1943)	TOTAL EMPLOYED		SEPARATIONS		ACCESSIONS	
	All Employees	Women	All Employees	Women	All Employees	Women
Sept. 1	7,110	2,891	685	329	682	360
Aug. 1	7,113	2,860	630	301	879	453
July 1	6,864	2,708	474	247	757	407
June 1	6,581	2,548	467	NR	705	NR

(NR - No records maintained on separations and accessions by sex prior to June 1943.)

EMPLOYMENT BY CIVIL SERVICE CLASSIFICATION, SEX AND COLOR - SEPTEMBER 30, 1943

	Total	Women	Nonwhites
Group II	2,667	1,847	575
Group III	2,664	130	76
Group IVA	240	4	5
Group IVB	1,539	910	10
Total	7,110	2,891	666

Employment by Department, Sex, and Civil Service Classification - September 1943

Department	Grand Total		Group II		Group III		Group IVa		Group IVb	
	Total	Women	Total	Women	Total	Women	Total	Women	Total	Women
Total	7,110	2,891	2,687	1,607	2,644	130	240	4	1,539	910
Assembly and Repair	4,350	1,820	2,023	1,418	1,807	97	158	4	362	301
Public Works	949	180	362	99	451	29	40		96	52
Supply and Accounting	1,082	598	229	89	180	4	32		641	505
Naval Air Center	279	35	73	4	102		10		94	31
Administration	450	258	NR	NR			NR	NR	NR	NR

NUMBER EMPLOYED AND LABOR SUPPLY

Peak employment: It is estimated that peak employment of 15,000 will be attained in January 1945. This will more than double the September 1943 work force of 7,110.

Source of labor:

Enlisted men are employed throughout the Station working side by side with civilian personnel. The Station may have a ratio of one enlisted man to every civilian. Some WAVEs are soon to be brought into the shops as production workers and they will be counted as part of the military personnel.

No outside recruiting is being done because there is no housing for new workers brought in from outside San Diego. The 11th Naval District Labor Board never has done any recruiting out-of-state for the Station.

A great number of the workers ~~presently~~ now employed came from the midwest and southwest including such States as Illinois, Missouri, Oklahoma, Arkansas, Kansas, and Texas. It has been found that turn-over is apt to be higher among this group. A number of women who formerly worked at Consolidated-Vultee in San Diego are now working at the NAS.

TURN-OVER RATES BY DEPARTMENT, SEX, AND CIVIL SERVICE CLASSIFICATION - September 1943

	Number Employed		Total Separations			
	Total	Women	Total	Turn-over rate	Women	Turn-over rate
Group 2	2,687	1,847	413	15.4	225	12.2
3	2,644	130	122	4.6	4	3.1
4a	240	4				
4b	1,539	910	150	9.7	100	11.0
Total	7,110	2,891	685	9.6	329	11.4

Assembly and Repair Department

	Total	Women	Total	Turn-over rate	Women	Turn-over rate
Group 2	2,023	1,418	284	14.0	165	11.6
3	1,807	97	76	4.2	2	2.1
4a	158	4				
4b	362	301	46	12.7	42	14.0
Total	4,350	1,820	406	9.3	209	11.5

Supply and Accounting Department

	Total	Women	Total	Turn-over rate	Women	Turn-over rate
Group 2	229	89	48	21.0	23	25.8
3	180	4	9	5.0	1	25.0
4a	32					
4b	641	505	70	10.9	68	13.5
Total	1,082	598	127	11.7	92	15.4

Public Works Department

	Total	Women	Total	Turn-over rate	Women	Turn-over rate
Group 2	362	99	56	15.5	2	2.0
3	451	29	20	4.4	1	3.4
4a	40					
4b	96	52	4	4.2		
Total	949	180	80	8.4	3	1.7

The table above is based on employment figures supplied by the central personnel office of the Station

HIRING PROCEDURE AND WAGE SCHEDULES

The 11th Naval Districts Labor Board in San Diego serves all Naval activities in the San Diego area, and in Arizona around Phoenix and Tucson. The Naval Air Station and the Naval Supply Depot in San Diego are the two largest employers of women serviced by the Board. The Labor Board is located a short distance from the ferry landing on the San Diego side at [illegible] Harbor Boulevard.

The Labor Board has a representative at the USES who makes referrals direct to the Naval Air Station. Since the new West Coast Manpower Control program went into effect 50 to 60 percent of the workers clear through the USES primarily to get their availability certificates. North Island is one of the industrial plants in San Diego with the highest labor priority.

Labor Requisitions

Most women come into the Naval Air Station as either the classified laborer register or mechanic learner register. There is a labor requisition for an unlimited number of female mechanic learners (ML's) for the Assembly & Repair Department. Aside from that, new requisitions are continually sent in for specific numbers of workers in different job classifications. These requisitions are made out for ten workers at a time, but if more than ten workers are needed additional requisitions for ten are merely submitted at the same time.

When a person comes in with qualifications for work other than that for which there is an outstanding requisition, the person is referred to a department or division on the Station for an interview. If the department or division wants the person, a special requisition requesting that person is transmitted to the Labor Board.

New orders for ML's come in every day. These same orders are given to the USES. The Labor Board is usually able to fill only about one-third of the requisitions from the Station. November 17, 1943, there were the following outstanding requisitions on file from the Naval Air Station.

Electrician, Int.	11
Electrician, Min.	6
Machinist, Int.	5
Radio Mechanic, Int.	10
Metalsmith, Aviation, Int.	10
Sheetmetal Worker, Int.	10
Automotive Mechanic, Int.	33
Die Sinker, Min.	10
Sandblaster, Min.	13
Laborer, Classified, Max.	45
" , " , Int.	12
" , " , Min.	7
Mechanic Learner, Min.	66
	238

From observations at the Labor Board it seemed that the labor needs of all departments and divisions could have been planned farther ahead and labor requisitions submitted farther in advance of immediate needs. This would enable the Labor Board and placement officers to carry on a more intelligent selection and placement of new workers.

Civil Service Requirements for work at Naval Air Station

Mechanic Learners:

Eighth grade graduate - Assembly and Repair and Public Works require an eighth-grade education for mechanic learners although some exceptions are made. The Supply Department does not require this.

Age: Boys cannot be taken in as mechanic learners unless they are over 16 years but under 17½ years of age. They must be able to put in a full six months on the Station before there is a possibility of their being drafted. Girls [illegible] 16 years of age are hired if they are married or have completed high school. There is no maximum age limit.

Citizenship: Must be citizens of the United States.

Weight: Maximum weight allowed is 2.6 pounds per inch, and minimum weight allowed is 1.4 pounds per inch.

A mechanical aptitude test used to be given all mechanic learners but this has been discontinued. It did not prove a good criterion of a person's actual mechanical ability. As an experiment one of the best foremen in one of the shops took the test and failed.

Laborer, Classified:

Age: Minimum age of 18. Girls who are 16 will be hired if they are married or have completed high school.

Citizenship: Must be a citizen of United States.

Physically fit: There is no weight limitation on laborers, but they must be physically fit.

Education: There is no educational requirement. Many of those applying now do not have an eighth-grade education. Some cannot read or write, and they must pass a test to distinguish such signs as "Danger", "Keep Out", and so forth.

Availability certificate: All workers must have an availability certificate in conformity with the West Coast Manpower Control program. The Labor Board has power to write availability certificates if the person has a release from his former employer but no certificate. If he has no release papers he must go to the USES for clearance.

Felony record: The Civil Service Commission says that a person who has committed a felony shall not be barred from employment unless he has served one year and one day. However, the NAS will not accept anyone who has been convicted of a felony even though he has not served time of one year and one day.

Physical requirements: Preemployment physical examinations are given both at the Labor Board and the dispensary at the NAS. Physical examinations are not given before a person has been accepted for appointment. Referrals of mechanic learners are made to A & R before the physical exam because the Station does not want to give physical examinations to persons who will not be hired.

At the present time the physical examinations are not very thorough. There are a number of examples of where women certified for "arduous" duties had to leave the Station after a month's or two months' employment because of personal illness or inability to perform the duties of the job. Many of these women had doctor's certificates to substantiate their inability to continue work.

Women are accepted for "moderate" duties but the NAS must certify that it will accept the worker and it may qualify the conditions of employment. Those certified for less than "arduous" duties are sent to the dispensary for an examination. The medical officer checks with the shop in which the person is to be employed to find out if the work will be detrimental to the person's health. There must then be a medical referral from the Labor Board on a Form 328 for all who do not meet the standard physical requirements. The appointing officer must sign the form and certify that the person will be accepted.

A copy of the form is kept at the Labor Board and in the departmental office, but no record of the nature of the person's health defect is kept in the shop office where the person is employed. The foreman is verbally told of the person's not meeting the physical requirements, but there is no record of this for future reference by other foremen who may want to shift the person on some other type of work.

More men than women are rejected on physical requirements. Hernia and heart trouble are the main causes of disqualification among men.

The following are some of the types of physically handicapped employed:

Hypertension
Defective vision
Hernia
Deafness (total)
Blind in one eye
Stiff knee
Hard of hearing
Short leg

Hunchback deformity
Artificial limb
Finger missing
Hand amputated
Arm amputated
One eye missing
Webbed fingers

Intake procedure

Receptionist: The receptionist gives the person a Civil Service Form 60 to fill out, and later checks it to see if it is filled out properly. Many of the women coming in know practically nothing about the work at the NAS, and very little explanation is made of the work by the receptionist who is not too familiar with the work at the Station.

The receptionist has recently started asking women what provision they have made for care of their children, and each woman is asked to fill out a form showing the numbers and ages of the children and how they are cared for. This form goes to the Civilian Personnel Division of the Labor Board for special survey purposes and it does not become a part of the woman's personnel record. None of the records show the marital status of the women nor the numbers and ages of their children, or any other dependents.

Bar and Flag File: After the woman has filled out the application form her record is checked against the "bar and flag" file. This file contains the name of every person in the United States who has for some reason been barred from further Civil Service appointment.

Rating Examiner: The rating examiners check the Civil Service application, availability certificate, age, citizenship, previous experience, and so forth. On the basis of this, he declares a person either "eligible" or "ineligible" for employment and places the person in a certain job classification. Applicants are no longer rated within a job classification because there are no registers to draw upon, and every person is just declared "eligible" or "ineligible."

Employment references cannot be checked before the person is employed, but they are checked later.

If a person is born in the USA, birth certificates are not required because of the close check through Naval Intelligence.

The rating examiners have been through the shops at the Station so they know more about the work than the receptionists, and are in a better

position to explain the nature of the work to the applicant. However, they should know more about the work in the various shops if hiring for the NAS is to be more centralized.

Fingerprinting, Naval Intelligence, etc.: Those who are hired directly at the Labor Board are fingerprinted, given their oath of office, given their declaration of appointee, and their papers are checked at the District Naval Intelligence office before referral to North Island. It takes one to two hours to check a person's papers through the District Intelligence Office. Those who are sent over to North Island for an interview before being hired must come back for all these steps in the hiring process before their papers are completed.

Referrals and Placement from the Labor Board

The Supply Department and Public Works Department have the Labor Board hire all employees directly. The placement on a specific job, of course, takes place after a person gets to the N.A.S.

The Assembly and Repair Department wants to screen all its own employees except for laborers. Laborers are hired directly at the Labor Board. Laborers are then sent to the Central Personnel Office of the NAS where the nature of the work they will be doing is explained more fully, they are told about the combat team system which involves Sunday work, and are told about the change of shifts every three months. If a woman cannot work Sundays or cannot work nights, she is then shifted over to some other Department where this will not be necessary. (This is a new procedure which was put into operation during the course of the turn-over survey.) If the woman finds that she can work as a laborer under the conditions set forth, she is referred to the A & R personnel office for assignment to some particular division or shop where laborers are needed. The work is either shown to her or explained to her and the actual job assignment made in the shop.

Aside from laborers all other applicants for A & R are sent to the A & R personnel office or vestibule shop for further interview before they are ever hired at the Labor Board. All female mechanic learners are sent to the vestibule shop for an interview. They are asked if there is any special type of work that they are interested in, and if there is, an attempt is made to place them in training for that work. Most women have no idea as to what type of work they want to do, so they are assigned to the training class where there is the greatest demand for new workers and where the person seems most suited on the basis of past experience. This vestibule shop has not found that women object to one type of work more than another.

For several months the vestibule shop tried letting the women look around at the different types of work available before assigning them to a training class. It was found that this did not work out so well because sometimes a woman would see a type of work that she wanted to do, and there were no openings in those training classes. Women were also apt to make up their minds prematurely that they would or would not like certain types of work.

During the vestibule-shop interview the women are also told about the combat team system, rotation of shifts every three months, wearing of safety clothing, wage rates and promotions, tardiness, etc. They are asked about provisions made for caring for their children if they have children, but not much detail is gone into on this, and little attempt is made to work out individual child-care adjustments. The women are asked to have all personal matters taken care of before reporting for work.

If a woman can only stay a couple of months because her service husband may be transferred, the vestibule shop prefers not to take her but so many women cannot anticipate when their husbands might leave. Some applicants decide not to work in A & R as a mechanic learner because they do not want to work nights, do not want to work Sundays, or they decide they do not like the work. Some of those interviewed are merely shopping around for jobs, and about 25% of those shopping around do come back later. If a woman decides she would sooner do office work than shop work she is sent to the central personnel office for an interview. Or if she seems more qualified or interested in a classified laborer's job she is referred to some shop in A & R where there are openings for female laborers.

The actual job placements are handled differently in the various departments at the NAS. Placements are usually made by the supervisor of trainees, the division superindentent, or the foreman. Sometimes those claiming special skills are asked to demonstrate the work they can do before being given a final job rating.

None of the departments have written job descriptions or requirements, and the qualifications which a person should have for a certain type of work are wholly a matter of individual observation or verbal information passed on from one person to another. It is recommended that a brief description be made of all jobs performed by women in the various departments, divisions, and shops. Minimum and maximum requirements should be established, or any other qualifying features for women to work in a particular job. This should then be used by all persons having anything to do with the selection or placement of new workers.

Woman's Counselor

All Group 2 and 3 women coming into A & R are supposed to report to the woman's counselor. She is to counsel the women on child care, work clothing regulations, housing, transportation, etc. (See section on women's counselors.)

IVb Employees

IVb employees are handled through a different procedure than the Group 2 and 3 workers. They are referred from the Labor Board to the central personnel office at the NAS where they are interviewed again and assigned to a

specific shop or division. All the personnel records for IVb workers are kept in the central personnel office. Personnel records for Group II and III workers are kept in the departmental and divisional offices.

If a person is sent from the Labor Board as a IVb and it is decided that she should be in a Group II or III classification she must go back to the Labor Board to fill out a whole new set of papers.

General Comments on Hiring Procedure

It is estimated that 50% of those referred from the Labor Board to the Station are never hired because of the long and involved hiring procedure. It takes about one day to go through all the steps of the hiring procedure, the trip back and forth on the ferry being very time consuming. November 4 to November 15 inclusive, 162 referrals were made from the United States Employment Service to the NAS, but only 33, or 20%, reported to the Station. There is no information as to what happened to the others.

Exit Interviews

Under the A & R Department Order 33b, supervisors must first attempt to effect an adjustment to keep an employee when he declares intention to resign. This should be done through possible "reassignment to other work, by a transfer, or otherwise." If the supervisor can make no adjustment then the Division Superintendent is to take up the matter with the employee. If he, too, fails then an official letter of resignation is to be prepared stating the "full reason" for terminating as obtained from the employee. In some exceptional cases even the A & R Officer or the A & R Executive Officer may talk to an employee when the reason for leaving is questioned and there seems some possibility of salvage.

All workers leaving the Station are supposed to go through the exit interview office of the central personnel department for the NAS. In actual practice 20% to 25% get off the Station without such an interview. In July, August, and September 1943, 21.3%, 22.4%, and 26.2% of those leaving the Station

get off without an exit interview at central personnel. Those working Sundays, those working the night shifts, and those with special passes because of being servicemen's wives, can get off the Station without clearing through this office, and this is the group missed.

At best, the personnel office does not get to see the person leaving until she has already cleared through 13 other places and is practically off the Station. This makes the possibility of salvage negligible.

(See recommendations on Hiring Procedures, and Transfer and Exit Interview Bureau.)

INDOCTRINATION OF FEMALE EMPLOYEES

The chart of terminations by duration of employment shows 11.1% having left under 15 days, 19% left after one month, 20% left in two months, and 13.5% left in three months. Thus, 63.6% left with three months or less in duration of employment. This is an abnormally high proportion leaving with such a short span of employment. The Aircraft War Production Council turn-over report for Pacific Coast Aircraft plants for the month of September 1943 shows that 22.59% of the women left within the first three months of employment, and 25.84% left within the first four months of employment. The latter figure is to be compared with the 73.5% of the women at North Island who left within the first four months of employment.

At the present time the only women getting any formal indoctrination or induction training are the inexperienced mechanic learners coming into the Assembly and Repair Department who go through the vestibule shop. None of the laborers coming into Assembly and Repair, and none of the mechanic learners or laborers coming into either the Public Works Department or Supply Department receive any formal indoctrination.

Certain shops have an informal indoctrination of individual workers by the Division Superintendent, supervisor of trainees, personnel assistant, or foreman. The person may be taken out into the shop and shown the different types of work on which women are employed. Shop regulations, child-care problems, transportation, housing, etc. may be discussed. However, there is no uniform plan for such individual indoctrination and it is not systematized for complete coverage of all women coming onto the Station.

It is believed that turn-over among new employees could be appreciably diminished through an indoctrination of at least one day of all new female workers in Group II and III positions, and storekeepers and messengers. The value of such induction training in adjusting new workers to their surroundings,developing an an understanding of the industrial establishment, impressing them with the importance of their work and staying on the job, and giving them information on regulations and procedures is recognized by many large industrial establishments.

The Assistant Secretary of Navy's Office sent out a suggested induction training schedule on Sept. 7, 1943. The Commandant's Office of the 11th Naval District transmitted a copy of this to all District activities employing civilian personnel. (See a~~ttached copy~~ following)

An outline of suggested points to be covered in an indoctrination program for women has been included in the recommendations to the Station.

COMMANDANT'S OFFICE
ELEVENTH NAVAL DISTRICT
SAN DIEGO, CALIFORNIA

ND11/L1/EN(12)
A16:hs
Serial V-850

21 September 1943

MEMORANDUM

To: All District Activities Employing Civilian Personnel.

Subj: Induction Training.

Ref: (a) AstSecNav(SED) ltr SOSED-1B-SCW dated 7 September 1943.

1. The text of ref. (a) and its enclosure is quoted for information.

"Enclosure: (A) Mimeographed statement and outline of induction training.

"1. Induction (Indoctrination) Training for new employees is of great importance now that increasing numbers of wholly inexperienced new workers are being employed at the navy yards and other shore stations. Where such training has already been established its value has been fully demonstrated.

"2. Enclosure (A) herewith is forwarded for its possible suggestive value to local management in connection with the organization of induction training.

/s/
Frank Cushman
By direction

ENCLOSURE (A):

"SOSED-1B-SCW
7 Sept. 1943

INDUCTION TRAINING FOR NEW EMPLOYEES

"OBJECTIVES.

There are at least four principal objectives which should be recognized in connection with a Program of Induction (sometimes called Indoctrination) Training for new employees, as follows:

1. To develop a general understanding of the organization of the Naval Establishment with special emphasis upon the functions of the Navy Yards and other Shore Stations and their services to the Navy.
2. To assist new employees in becoming acquainted with their new surroundings and adjusting themselves to their new working environment.

3. To develop, on the part of new employees, a proper realization of the importance of their jobs and the contribution they will make to the war effort.
4. To provide new employees with needed information concerning rules, regulations and procedures to be observed by them in their employment and to develop an understanding of all essential points.

*__DISCUSSION__

For the attainment of these objectives, the outline which follows is intended to be suggestive only. It may, however, be pointed out that there appear to be definite advantages in presenting the topics outlined for the first three sessions, totalling 4 hours, as soon as possible subsequent to employment - preferably the first day on the job. Also, there would probably be some advantages in deferring the material listed for the fourth session until the second or third day of employment - possibly even later. It is further believed that a presentation of the topics listed for the fifth session will be most profitable if held over until about the second week on the job. Occasional additional sessions may well be arranged for at appropriate and convenient intervals to further the morale building effort. Such additional meetings, utilizing appropriate motion pictures, lectures and informal talks to help keep the organization 'pepped up,' need not be restricted to new employees but might well be made available to older workers also.

__SUGGESTED OUTLINE OF INDUCTION TRAINING COURSE.__

*1. __First Session__ - Group meeting (90 min.) for all new employees - __First__ day.

Subject: The Naval Establishment, Navy Yards and other Shore Stations and the services rendered by them to the Navy.

a.	Presentation of the general topic	20 min.
b.	*Motion picture suitable for general topic	30min.
c.	The job of this yard (or station)	20 min.
d.	Motion Picture - "Safeguarding Military Information"	10 min.
e.	Explanation of plans for subsequent meetings	10 min.
	Total	90 min.

*2. __Second Session__ - Group meeting (90 min.) for all new employees - __First__ day.

Subject: General Information for New Employees.

a.	Working hours; checking in and out; lunch period; shift assignments; time cards.	15 min.
b.	Rules and regulations; identification; traffic; parking; work clothing.	15 min.
c.	Safety - talk by Safety Officer	15 min.
d.	Motion picture on Safety and Accident Prevention	15 min.

- -

e.	Plant security - identification; smoking; fire prevention	15 min.
f.	Location and use of cafeteria; rest rooms; first aid and medical facilities; air raid shelters	15 min.
	Total	90 min.

*3. __Third Session__ - Group meetings (60 min.) for each shop to which new employees are to be assigned - __First day__.

Subject: Specific Shop Information for New Employees

a.	General explanation of work of shop	10 min.
b.	Explanation of shop organization	15 min.
c.	Special shop rules and regulations	15 min.
d.	Location of tool room and system used for caring for tools	10 min.
e.	Stowage of street clothing and personal belongings	10 min.
	Total	60 min.

*4. __Fourth Session__ - Group meeting (90 min.) for all new employees - __Second__ or __Third__ day.

Subject: Specific Plant Information for New Employees

a.	Wages; overtime; pay days; deductions from pay, etc.	20 min.
b.	Leave regulations - sick leave and annual leave	20 min.
c.	Efficiency ratings	20 min.
d.	General plant organization	30 min.
	Total	90 min.

*5. __Fifth Session__ - Group meeting (90 min.) for all new employees - during __Second Week__.

a.	Civil Service regulations	20 min.
b.	Retirement pensions	20 min.
c.	Employee's services	20 min.
d.	Other essential information and questions	30 min.
	Total	90 min.
	GRAND TOTAL	7 hours

"*The following motion pictures, now available, are suggested:

The Navy Ashore	MN-140
Ships of the U. S. Navy	MN-13
Planes of the U. S. Navy	MN-12"

2. Should any activity in the District be interested in the development of such a program and desire assistance in this connection the service of either Lt. R. W. Miller, USNR, Liaison Officer for Vocational Training, Long Beach, Calif., or Lt. W. G. Albrecht, USNR, Acting Vocational Training Officer, District Civilian Personnel Office, San Diego, Calif, is available.

F. P. TRAINOR,
District Civilian Personnel Officer,
11th Naval District

BY:
C. G. OSBORN
Lieutenant, USNR

Distribution
List "D"

HOURS

An eight-hour day, 48-hour week, six-day week is the regular work schedule in the Supply and Accounting Department and Public Works Department. The Assembly and Repair Department has a "combat team" system of working five days and having the sixth day off.

The usual day-shift hour schedules in all departments are: 7 AM - 3:30 PM; 7:30 AM - 4 PM, 7:45 AM - 4:15 PM, 8 AM - 4:30 PM. Exceptions are bus drivers, who may choose 6 AM - 2:30 PM & 9 AM - 6 PM.

The most common swing-shift schedules are:

3:30 PM - 12 PM　　4 PM - 12:30 AM
3:45 PM - 12:15 AM　　4:15 PM - 12:45 AM

Overtime

In the machine division of A & R the work schedule is from 7 AM - 4 PM and 4 PM - 1 AM, this division being on an 8½-hour day rather than 8-hour day.

In the metal division of A & R there is now a nine-hour day with the day shift running from 6 AM to 3:30 PM and the swing shift from 3:45 PM to 1:15 AM. This nine-hour day was started in November 1943 because of a lag in work orders in the division. The intention is to keep the division on a nine-hour day only as long as necessary to catch up on the backlog of work. Starting at 6 AM and working 9 hours is optional among the women, but most of the women are working the nine hours.

Supply Dept.: Although the clerks in the Supply Department are limited to a total of 48 hours a week, the storekeepers frequently work more than that. It is estimated that for any one woman there should not be more than three or four days of 1½ to 4 hours overtime in a month. This is supposed to be voluntary and if any woman objects to working overtime she is not to be required to do so. When there is extra work on Sunday, a work day is to be taken off the following week. It is said that overtime cannot be avoided because when a ship comes in the material aboard must be taken care of at once. There is also overtime when an inventory crew comes in, about three times a year.

Office hours are usually from 8 AM to 4:30 PM with one-half hour for lunch. Most offices are open only on the day shift, although some shop offices are open on both the swing shift and graveyard shift as well.

Combat team system in A & R:

In the A & R Department there is a "combat team system" with five days of work and the sixth day off, the day off varying each week over a seven-week period. However, Monday is the one day of the week when all workers must report for work even though it happens to be their day off. This means that once in seven weeks the employees work ten consecutive days before getting a day off. It also means that the employees only get one Sunday off in seven weeks. Five-sixths of the work force is working any one day except Monday, when everyone works. Below is a schedule of the combat team system:

S	M	T	W	T	F	S
X	w	w	w	w	w	X
w	w	w	w	w	X	w
w	w	w	w	X	w	w
w	w	w	X	w	w	w
w	w	X	w	w	w	w
w	w	w	w	w	w	X

w - working day

X - day off

There is an A & R regulation that a person cannot have Sunday off without working just a five-day week. In different shops some women are working from Monday through Friday. These are mainly women with young children who find it difficult to get someone to care for their children on Saturday and Sunday.

There was the feeling expressed by some that much of the turn-over among both men and women could really be attributed to the combat team system, employees objecting mainly to working on Sundays. However, this could not be given as an official reason for leaving because the combat team system is explained before a person is employed and it is an A & R policy.

The arguments in behalf of the system are that there must be a crew on hand at all times to render servuce any time a ship happens to come in. Also it enables the women to get their shopping done more easily than if their day off was on Sunday when the stores are closed. This supposedly cuts down absenteeism among women, but there was not agreement as to the extent to which this was accomplished.

Some of the production men objected to the combat team system because with one-sixth of the crew always off, it made planning of work schedules very difficult. There are no Sunday child-care facilities in San Diego and this makes it difficult for women with young children to work Sundays. Mothers often want to be home when their children and their husband are home. Also, there are reports that it is difficult for women to work ten full days without a day off, and this happens every seventh week.

Shifts:

In the A & R Department workers rotate shifts every three months. If a person on the swing shift or graveyard shift wants to remain on that shift he may do so. In exceptional cases women have been allowed to work permanently on the day shift when there would be a great hardship for them to rotate shifts.

There is a 6¢ bonus for night work after 6 PM.

80.~~2~~1% of the women in A & R are on the day shift, 19.4% on the swing shift, and 0.~~4~~5% on the graveyard shift as shown below:

Female employees in Group II and III positions, Oct. 20, 1943

Day shift	1,214	80.~~2~~% 1
Swing shift	294	19.4%
Graveyard shift	7	0.~~4~~% 5
		100.0%

Public Works: Public Works employs women only on the day shift except in emergencies. If they are asked to work nights, transportation is provided home.

Supply: Supply and Accounting employ women on both the day shift and swing shift.

Lunch periods: There are thirty-minute lunch periods for workers in both the shops and offices.

Rest Periods: Ten-minute and fifteen-minute rest periods of fixed duration are the most common. In some shops all workers take their rest periods at a specified time in the morning and afternoon. In others the workers take their rest periods at their convenience within a general span of time. Shop policies regarding rest periods were not always so clear.

In the A & R Department the workers are not allowed to drink coffee during their rest period because it was found that too much time was wasted. In the Supply Department there is a lunch room in the main supply building where hot coffee, tea, doughnuts, cup cakes, etc. are served during the rest periods as well as the noon hour.

Part-time employment: There is a station order that no one can work part time without the permission of the Commanding Officer. There is the feeling that more man hours will be lost than gained by allowing part-time employment, because so many women now working full time would want to work just part time.

Some school boys who worked full time during their summer vacation are now working part time. However, nowhere on the Station are women employed part time.

Hours preferred by women: In one shop where there are only women employed aside from male supervisors, an informal poll was taken on women's preferences as to hours and work schedules. Practically all of the women expressed a preference for working their 48 hours in a five-day week so they could have two consecutive days off. Women with children are particularly anxious to have Saturday and Sunday off. Some of the women said that under the six day week they never really had a day off, because on their day off they had so many personal and household chores that they often worked harder on their day off than when they were at the Naval Air Station. The leadingman in this shop thought absenteeism among women would be lowered considerably on a five-day-week work schedule.

RECOMMENDATIONS:

The following recommendations relating to hours, shifts, etc. were made to the Naval Air Station:

1) Women with young children should be allowed to work the day shift until there are 24-hour child-care facilities in San Diego. The turn-over figures for September and October showed the turn-over rate among women on the day shift 10% whereas it was 12% among those on the swing shift.

2) There should be as much leniency as possible in allowing women to work six days a week with Sundays off. The system of rotating the days off is believed to contribute to absenteeism and discharges due to "irregular attendance" because:

a) Absenteeism among women with household duties is apt to be high every seventh week when they must work a ten-day stretch without a day off.

b) Women whose husbands have Sunday off may find that their husbands object to their working Sundays.

c) San Diego child-care centers are not open Sundays, making it difficult for women with young children to keep on the job. Women with young children should be allowed to have Sundays off until there are Sunday child-care facilities.

3) Each department and division should work out a policy on rest periods and use of its rest-room facilities. Determination as to whether it is most practical to have all women leave at once, or take a rest period at the convenience of their work, is dependent upon available facilities and nature of work in the division. The division superintendent and woman's shop coordinator can best work out such a policy.

WAGE RATES AND UPGRADING

Women classified laborers are hired at a base rate of 76 cents an hour. Males are hired at 88 cents. However, the men and women who are laborers are usually placed on different types of work so there is some justification for this differential. Classified laborers are then eligible for wage increases every 60 days. Women who wish to work in the crafts and are willing to take a lower pay rate while learning, are hired in as mechanic learners. Those assigned to the Assembly and Repair Department spend an initial training period in the vestibule shop for sometimes as long as six weeks. (See Vestibule Shop) Mechanic learners are assigned to the Supply Department without this training.

After completing their training in the vestibule school, those sent to the Assembly and Repair Department are assigned to divisions for placement in shops. The Public Works Department has no mechanic learners and the Supply Department has 27, as of October 31, 1943.

In the Assembly and Repair Department, the training of mechanic learners is handled by shop instructors. Each shop with the exception of the instrument shop has a shop instructor and each division has a supervisor of trainees for the whole division. These men are full-time instructors (See Training.)

Reference Assembly and Repair Order No. 33B.

6.211: "Mechanic Learners, Helpers, Laborers and other in equivalent pay grades will be promoted at approximately two-month intervals until they reach the grade of maximum helper. Mechanic learners not considered qualified for promotion shall be recommended for discharge."

This stipulation that mechanic learners must be promoted at the end of two months or be recommended for discharge is considered by some as contributing to turn-over. Others said that in actual practice, workers are generally upgraded even though not considered entirely eligible, so as to avoid discharge. Mechanic learners may be upgraded at the end of thirty days if exceptional workers.

That the promotional policy is not strictly adhered to is shown by analysis of several terminations. One woman employed eight months in shop 605 was still on mechanic learner intermediate rate. Another who terminated from the same shop, on the same pay rate, had been employed seven months. Of mechanic learner intermediate terminations, one had been six months in shop 186 and another six months in shop 606. Of mechanic learner minimum terminations, one had been five months in the machine division, the other four months in the Supply Department. One woman terminated after fourteen months employment and was still on the rating of Helper minimum in shop 180. Among the terminations among laborer classified intermediates, one woman had been nine months in shop 242, two were six months in shop 995. Of the classified laborers minimum three had been four months in the yard, one in shop 504, two in the Supply department. More careful periodic wage reviews seem indicated.

The supervisor of trainees in each division keeps a detailed record of each employee for upgrading purposes. When each employee is eligible for rerating, the supervisor of trainees goes to the shop instructor and the shop foreman of the employee in question. After thorough discussion the employee is then put on the upgrading list. The supervisor of trainees takes this list to the foreman of the division with whom each case is discussed. The list is then routed to the division superintendent for his approval.

If the foreman or division superintendent disallows such promotion, the reason for refusal is given to the shop foreman and shop instructor of the employee involved for transmittal to the employee. Occasionally there is a break in this procedure due to changes in supervisory personnel, but the policy is sound and is most generally in operation.

When a mechanic learner in the Assembly and Repair Department has satisfactorily completed six months service and in some cases less, she is promoted to helper minimum. At the end of four more months she is eligible for the rating of helper maximum, providing her work has been satisfactory. When she is a helper maximum she is eligible, on recommendation by her supervisor, to take the ten-months in-service training for journeyman's rate.

Reference: Assembly and Repair Order 33B

6.22 "Promotions from Helper to Mechanic may be made upon recommendation of Division Superintendents after two years experience, and in exceptional cases after 18 months experience, suitable vocational training and examination."

Failure to pass her examination at the end of her training period does not disqualify her from taking the examination repeatedly until she does pass. (See training)

Women frequently are confused and annoyed at the discrepancies of pay rates between workers, both male and female, of apparently comparable ability. Many women find the Civil Service regulations on wage rates hard to understand. Care should be taken to explain efficiency rating systems, job classification, and Civil Service rating.

Frequently women who are doing a splendid job on one particular operation are reluctant to spend ten months studying other operations and refuse the journeyman's training even when it is offered to them. In some instances it is reported that supervisors are unwilling to recommend women for this training as they need them badly on the job they are already doing.

As previously stated, to receive this journeyman's training a woman must be recommended by her supervisor. The fact that there was only two women journeymen in Assembly and Repair, one an electrician and the other a radio mechanic, aside from the old line women's jobs in parachutes and fabrics, indicates that women are not being recommended for this training. There is a feeling that women should not receive the same rate in 18 months that men have sometimes taken ten years to achieve. On the other hand, if women are able to pass the journeyman's examination, which is the same for both men and women, they are entitled to the rating.

Below is the distribution of Group 2 and 3 female employees by job classification and department.

See attached schedule of wages for Group II and III workers.

Assembly and Repair Department Wage Classification of Women as of October 31, 1943

Mechanic Learners	523
Leadingman Laborer	1
Snapper Laborer	3
Helper Aircraft Mechanic General	144
Helper Aircraft Instrument Maker	23
Helper Electrician	153
Helper General	92
Helper Machinist	58
Helper Metalsmith	160
Helper Sheetmetal Worker	6
Helper Woodworker	2
Laborer, Classified	277

Group 3

Aircraft Fabric Worker	73
Electrician	1
Machine Operator	19
Parachute Mechanic	7
Radio	1
Upholsterer	2
	1,545

PUBLIC WORKS DEPARTMENT

Total Number of Women in Group II and III as of October 30, 1943

Chauffeur~~s~~	27
Machinist Minimum	1
Painter	8
Helper Electrician	10
Helper General	28
Helper Sheetmetal Worker	4
Helper Woodworker	4
Labor Classified Maximum	42
Labor Classified Intermediate	1
Labor Classified Minimum	~~6~~ 6
	131

SUPPLY DEPARTMENT

Total Number of Women in Group II and III as of October 31, 1943

Operator, gasoline distribution system Int.	1
Operator, gasoline distribution system Min.	5
Helper Woodworker Intermediate	4
Helper Woodworker Minimum	3
Laborer, Maximum	7
Laborer, Intermediate	19
Laborer, Minimum	45
Mechanic Learner, Intermediate	27
	111

Promotion Board for Assembly and Repair:

Promotions on every supervisory level are made by a promotion Board, consisting of the executive assistant to the A and R Officer, the personnel assistant to the A and R Officer, A and R Production Superintendent, the Vocational Training Officer, the division superintendent of the employee concerned, and two other division superintendents.

This board meets once a week at the convenience of the members. The applicant for promotion is queried on his knowledge of supervisory policies, safety, A and R policies, Civil Service regulations and rules and any and all matters which might be pertinent to his successful fulfillment of contemplated duties.

ELEVENTH NAVAL DISTRICT AND NAVAL OPERATING BASE, SAN DIEGO, CALIFORNIA
SCHEDULE OF WAGES
(Latest Revision)
LABORER, HELPER, AND MECHANICAL SERVICE

The rates of pay given below are intermediate rates. The maximum is $0.06 per hour more than the intermediate rate and the minimum rate is $0.06 per hour less than the intermediate rate, unless otherwise indicated.

Trade or Occupation	Per Hour
Group I	
Laborer, common	$0.82
Group II	
Apprentice; 1/	
First Class	.94
Second Class	.82
Third Class	.70
Fourth Class	.58
Helper:	
Aircraft mechanic's general	.89
Aviation instrument maker's	.89
Blacksmith's:	
Other fires	.89
Boilermaker's	.89
Coppersmith's	.89
Electrician's	.89
Flange Turner's	.94
General	.89
Machinist's	.89
Metalsmith's	.89
Pipefitter's	.89
Rigger's	.89
Sheet-metal worker	.89
Shipfitter's	.89
Trainee	.89
Woodworker's	.89
Holder On	1.06
Laborer, Classified	.82
Mechanic Learner	.64
Munitions worker (female)	.82
Rivet heater	.89
Sand Blaster	.95
Stevedore	1.04
Teamster	.82
Group III	
Aircraft-Fabric worker	.94
Aircraft instrument mechanic	1.20
Aircraft mechanic:	

(Pages 46a and 46b follow.)

Trade or Occupation	Per Hour
General	1.20
Motor	1.20
Ordnance	1.20
Propeller	1.20
Automotive mechanic	1.14
Blacksmith:	
Other fires	1.20
Boat builder	1.20
Boilermaker	1.20
Box maker	.89
Brakeman	1.08
Buffer and polisher	1.20
Caulker and chipper, iron	1.20
Caulker, wood	1.20
Cement finisher	1.20
Cement worker	.88
Chauffeur	1.00
Coppersmith	1.20
Craneman, electric (under 20 tons)	1.05
Dental instrument repairman	1.14
Die sinker	1.58
Diver 2/	2.30
Driller	1.08
Electrician	1.21
Electroplater	1.20
Elevator mechanic	1.19
Engineman	1.20
Engineman, hoisting and portable	1.20
Engineman, locomotive	1.20
Fireman	1.04
Flange turner	1.27
Forger:	
Heavy	1.68
Light	1.57
Gardener	.98
Gas cutter or burner	1.20
Heat treater (aviation)	1.20
Instrument maker	1.25
Joiner	1.20
Leather worker	1.02
Letterer and grainer	1.26
Loftsman	1.35
Machine Operator	1.02
Machinist	1.20
Mason, brick or stone	1.45
Mechanic, bombsight	1.22
Mechanic, salvage	1.21
Metalsmith (aviation)	1.21
Millman	1.20
Molder	1.24
Operator, gasoline distribution system	1.08
Operator, pumping plant	1.08
Operator, sewage disposal plant	1.08
Ordnanceman	1.04

Trade or Occupation	Per Hour
Packer	1.08
Painter	1.20
Painter, coach	1.22
Painter, finish and insignia (aircraft)	1.24
Parachute mechanic	1.14
Pattern maker	1.42
Pipe coverer and insulator	1.20
Pipe fitter	1.21
Plasterer	1.39
Plastic worker	1.20
Plumber	1.21
Puncher and shearer	1.08
Radio mechanic	1.20
Refrigeration mechanic	1.20
Rib stitcher (aviation)	.74
Rigger	1.20
Rigger antenna	1.26
Riveter	1.20
Roofer	1.21
Sailmaker	1.20
Saw filer	1.28
Sewer	.78
Sheet-metal worker	1.21
Shipfitter	1.20
Shipwright	1.20
Structural ironworker	1.21
Tile and plate setter	1.22
Toolmaker	1.28
Trackman	.94
Typewriter repairman	1.14
Upholsterer	1.20
Watch repairer	1.20
Water tender	1.04
Welders:	
Electric	1.20
Gas	1.20
Wharf builder	1.20
Wire worker (aviation)	1.14

1/ Actual and only rate.
2/ Only one rate of pay for divers — Maximum rate.

TRAINING PROGRAM

The training program for the A & R Department is highly organized and very comprehensive, covering training of every level of supervisor and every level of worker, both male and female.

Each division has a supervisor of trainees, who is a journeyman and devotes his entire time to the training program in his division. These supervisors of trainees meet once a week with the training officer for instructions on training methods and allied information.

The supervisor of trainees recommends a journeyman in each shop who he thinks would make a good shop instructor. These recommendations are passed on by the training officer. Each shop, with the exception of the instrument shop, has an instructor who is on full time and whose responsibility it is to instruct all employees in that shop who are in the mechanic learner and helper classifications. As soon as an employee is able to do a job independently he does so and is then taught further operations.

As soon as a man is selected and passed on for a shop instructor, he is given a streamlined 6-hour teacher-training course, which is followed by continuous training given in one two-hour session each month. Each shop instructor is under the jurisdiction of the shop foreman in all matters pertaining to operations, but in training methods he is under the jurisdiction of the supervisor of trainees for the division.

Instructors for the Vestibule School (see section on Vestibule School) are journeymen recommended by division foremen and passed on by the training officer. Their period of service in the Vestibule School varies with the needs of the division. If large groups of new employees are needed, they may be there for some months, and if the number needed is small, they will stay only until the division has its full complement.

SHOP INSTRUCTION FOR MECHANIC LEARNERS AND HELPERS

When a mechanic learner reports to a division after her period in the Vestibule School (See Vestibule School), her training is carried on by the instructor of the shop to which she is assigned.

A constant check and report is made of her progress in efficiency, quality, quantity, interest, knowledge, and adaptability. At the end of 60 days she must be either recommended for upgrading or discharged. If she shows exceptional advancement, she may be upgraded in 30 days.

Shop instructors give each employee individual attention. Women are tried on various jobs for aptitude and are sometimes changed to other shops within the division. At the request of the shop instructor, this two months probation period may be extended another two weeks. (See Wage Rates and Upgrading.)

By this procedure, after six months in the Mechanic Learner classification, a woman becomes a helper minimum.

Instruction in craftsmanship continues through the helper classification. After a woman has eighteen months service on the station and attains helper maximum rating, she is then eligible, on recommendation from her supervisor, for journeymen's training.

JOURNEYMAN'S IN-SERVICE TRAINING

This course is open for outstanding workers in the helper maximum classification. The division supervisor of trainees goes into each shop and asks that the shop instructor and shop foreman recommend workers for this course which runs six months. During this time, those selected are given a variety of work which they may be expected to perform as journeyman. This varies with the oncoming work load and the workers' aptitudes. This is a very practical course, so designed and so flexible that each shop can be assured of journeymen to carry on the work in the shop. Women are eligible for this course on exactly the same basis as men.

When the course is completed the trainee is given an examination at the training office. This examination is partly written and partly oral. A quarterman from the division gives the trainees an oral examination on mechanical knowledge. During this examination a training officer grades the applicant as well as the quarterman. This is to obviate any possibility of favoritism or discrimination.

The applicant is given a written examination on safety. Then another test on processes, specifications, material, A & R policies, Civil Service regulations, etc. This varies in proportion of written and oral matter according to the applicant. By this is meant that some excellent workers are poor writers or perhaps do not have a good grasp of the English language and in such cases the examination is largely oral.

If the applicant passes, he is given his journeyman's rating. If not, he can take the examination repeatedly at ten-day intervals. There are many sets of examination questions for each craft, so the applicant does not take identically the same examination each time. There is no limit to the number of times the applicant may take the examination, and they are identical for men and for women.

SUPERVISORS TRAINING COURSE

This course is given to all supervisors, starting at rate of Snapper and including the division superintendent. The course is given separately for each division as the training officer feels that by this method they are able to deal more thoroughly with the specific work and problems of each division. The course is given in duplication, to half the supervisors of each division at a time, so as not to strip the division of supervisors at any one time. It is of sixteen weeks duration, given twice a week and the sessions are two hours long.

This course teaches good policies of supervision and deals with

the specific problems of the division. There is no special instruction given for the supervision of women as the training officer feels that good policies of handling workers are equally applicable to men and women. The policy of the training office is this, "Women *must* be handled as men *should* be."

Forethought and training is applied to providing a constant source of supervisors. Journeymen who evidence supervisory possibilities are coached and trained for a snapper's position. During his time as a snapper, by means of the supervisor's training course, he is prepared for his next upgrading.

Each man is given specialized individual study. For example: If the training officer should feel that a man's personality is adversely affecting his supervisory efficiency, he may be asked to make a special study of, and give a half hour report to the supervisors meeting on "How the personality of a supervisor affects his relationship with his workers." If it is felt he is weak on his methods of handling women or is adverse to having them in his crew, he may be given some such topic as "The place of the woman work in the ———— division." Or "How best to utilize women in a naval air station." This method has been found most efficacious.

The system inaugurated by the training officer for training learners to be helpers, helpers for journeymen and journeymen for specialized skills and for supervisory capacities, assures each division of competent help at all times. This is a long-range program assuring continuity of progression of skills.

At no time, in any training program, does subject matter or policy differ for men and for women. The training department feels that good sound policies of instruction and training are applicable both to men and to women. Women are not given special consideration just because they are women. If their background knowledge of any craft is small, they are given the same extra care and instruction that would be given a man with the same lack of knowledge and skill. Neither is there less pains and care taken with their instruction because they are women.

Every six weeks the training office makes an inspection of each division, making a complete study of the training and grading program and all matters pertaining to the training of employees in that division.

A written copy of the finding and recommendations is then sent to the executive and commanding officers of the A & R Department and the superintendent of the division concerned.

MEDICAL

The present dispensary for civilian employees on the Island is entirely inadequate. There is one room for examination and treatment with no opportunity for undressing privately. Except for the examining table the only place where a patient may lie down is on a folding cot in the back hall. Plans have been made for a new dispensary which will provide separate examining and treatment rooms and beds for men and women. It should be open on the second shift.

Paper work should be kept to a minimum but a simple cumulative medical record should be kept for each patient, including a copy of the patients' original physical examination. At present the physical examination record is filed at the Labor Board across the bay. Sick leave and accident records are kept in the Accounting Department. The dispensary has only treatment cards for each accident, filed by name, and a day sheet showing all calls.

The time and bother involved in getting the shop foreman to fill out the forms necessary for an employee to go to the dispensary, the distance, and the usual waiting time there, have resulted in an average monthly treatment record of only about 428 cases. This is estimated to be about one-tenth of the cases going to the dispensary in the usual industrial establishment of comparable size.

On the night shift the dispensary is closed and employees must go to the family hospital which is beyond walking distance. The dispensary should be open on the swing shift as well as day shift.

It is particularily unfortunate that there is not a dispensary to which employees go freely, as there is now no way of checking the possible effect on the health of women employees of work which may be too demanding physically. Although women frequently state that climbing in and out of planes results in severe menstrual disturbance after some months, the medical department

has no facts on this subject.

Women may, with the permission of their foreman, lie down for a half hour or an hour in the lounge room adjoining the women's counselor's office.

While most physical examinations of applicants are made at the Labor Board, those not fully meeting the standards are referred to the dispensary doctor by the division. He approves or disapproves the employment for a specific job after the foreman and the applicant have satisfied themselves of the worker's ability to perform certain work operations. No record is kept in the dispensary of such sub-standard and limited service workers. Nor is this record kept in the shop to which the person is originally assigned. Another foreman, not knowing the worker is sub-standard physically, might assign work for which the employee is not physically able, or transfer might be made to another shop and to an unsuitable job. Some system should be arranged to avoid this possibility. This limited service record should be a permanent part of the worker's personnel record.

The industrial hygiene laboratory is well equipped and operated by a chemist and a corpsman under the direction of the medical officer. The survey of toxic exposures made by the United States Public Health Service is being brought up to date. The necessity of constant vigilance is realized and in general toxic substances seem to be carefully handled on the station. Radium painting of dials is safeguarded. Radon breath samples are taken frequently where workers are exposed to solvents such as CSGA, furnace oil, Stoddard's solvent, methyl ethylketone, carbon tetrachloride, trichlorethylene, and lacquer thinner as well as preservatives. Work places, with a very few exceptions, are well exhausted or work with toxic substances is done in the open air.

Supervisors do not want women to lift excessive weights but admittedly some are more careful than others. Some supervisors feel that

they have done their duty when they caution a woman not to lift anything too heavy for her and subsequently pay no attention to the matter. One woman left the carburetor shop largely because lifting a 50-pound carburetor and carrying it some thirty feet - even though she did it only about twice a day - was too much for her. Various parts of an engine are too heavy for a woman to handle, and many other parts can be handled by only an exceptionally strong woman. Reengineering of some jobs, provision of rolling tables, greater use of dollies, rests on which heavy parts could be slid along a bench, would be helpful to both men and women.

The industrial hygiene officer in conjunction with the woman coordinator should determine the physical requirements of all jobs where heavy equipment is handled. These findings should be used in placement and in reengineering.

Pregnancy

There is no written station order on the employment of pregnant women. If a woman is known to be pregnant at the time of applying for work she is usually not hired, but there have been a few exceptions. Where a woman known to be pregnant was hired, she had her doctor's approval and the work was not considered detrimental to her health.

Women who become pregnant after employment are to check with either their private doctor or the doctor in the dispensary to determine if it is detrimental to their health to continue working. Transfers are arranged if possible when a woman wants to continue to work and her old job is not suitable. The duration of their employment after pregnancy is determined largely on an individual basis; 4.3 percent of the terminations during September and October were due to pregnancy, which is a relatively high proportion.

It is recommended that the Station have a clearly defined written policy on the employment of pregnant women. By having a well established pregnancy policy the women will be more apt to report their pregnancy and injuries and employment in hazardous occupations can be avoided, or minimized.

SAFETY DEPARTMENT

The present safety program on the Island was started about a year ago. A safety rules booklet is given to each new employee. Rule two of this booklet states that "supervisors will be held strictly responsible for the safety of the men working under their jurisdiction."

Comprehensive instruction is given on safety to every supervisor in the supervisor's training classes. An applicant for promotion to any supervisory level must appear before a promotion board. During this examination he is questioned on his knowledge of good safety measures, procedures and practices.

Senior A and R Safety Council

This council is composed of:

Safety Officer, chairman
Vocational Training Officer
Superintendent of each division
Fire Marshal
Medical Officer
Security Officer
Other officers and civilians are called in when the subject under discussion may concern them or their work, or when their specialized knowledge may be of value to the council. This senior council meets once every two weeks.

Division Safety Council

Each division has its own safety council. The superintendent of each division is chairman, and he appoints one member from each shop, usually the shop foreman. Another member from each shop is chosen to sit on this council. Frequently a woman is selected as an extra member to represent her shop, as well as the man member who is chosen. At the present time there are about twenty-five women in the various division councils.

These councils meet every two weeks. Safety films are shown and lectures given on various factors of safe operations and procedures. A National Safety Council film entitled "The Eyes Have It", was shown at a division council one morning and that afternoon there were calls to the safety office for 200 pairs of goggles.

There is a Safety Store on the station which carries a full line of goggles of all needed types, respirators, gloves, welding leathers and hoods, aprons and safety caps for women. All such equipment is issued and employees are not required to buy any equipment other than their own clothing and shoes. Only a few shops require actual safety shoes, but all workers are urged to buy safety shoes with work-shoe coupons which they may procure.

The Safety Department has excellent equipment for the sterilization and repair of equipment. The Safety department also handles safety films and the projectors for showing them.

SAFETY DEPARTMENT SUMMARY

The station would profit by employing a woman safety inspector. Her primary duty should be to work on hazards for women. However, her jurisdiction should not be limited to women's operations solely, as fumes, unsafe equipment, or plant facilities, poor lighting, housekeeping, etc. are equally hazardous for men and women alike.

She should be given exactly the same authority and status as a man safety inspector. She should be equipped with safety engineering training. The physical hazards of specific operations are adequately covered in any good safety engineering course, so nursing experience, while desirable, should not be a necessary experimental qualification. This field has been expanding tremendously for women during this war and it should be quite possible for the station to find a woman with safety inspection experience.

Accident records should be kept separately for men and women employees. Much valuable data for the station as a whole can be attained by this means. There should be a more uniform enforcement of women's safety clothing regulations. While we believe that common sense and good judgment of hazards should be used on the enforcement of regulations, still the regulations governing the covering of hair around moving machinery and the wearing of sensible shoes are inadequately and inequitably enforced.

WOMEN COUNSELORS

At the time this survey was made, there was only one woman counselor on the Station and her activities were confined to the Assembly and Repair Department.

All new Group II female employees are supposed to see this counselor sometime during their first few days on the Station. The counselor's signature, indicating that she has seen the employee, is supposed to be on the new employee's hiring slip before her employment papers are complete for filing. This part of the counselling program is new and does not seem to be functioning completely.

The counselor makes a report for her own files of the name, shop, pertinent facts regarding housing, transportation, or child-care facilities of each woman who reports to her. Counselling is offered for any of these needs and women are urged to come in and talk over personal problems at any time. A booklet on clothing regulations and general policies of the A and R Department is given each woman. Coupons for safety shoes are avilable for women making application through the counselor.

There is a lounge room adjoining the counselor's office for the use of women who are not feeling well. Women using this lounge room must bring a slip authorizing them to be off the job for a stated interval and the counselor signs the slip when the woman returns to work. Peppermint tea is given for menstrual cramps but no medication of any type is given at any time.

Realizing that there counselling system is inadequate, the station asked for and received approval of ten new CAF rates for counselors.

1	CAF 9	$3200
1	CAF 7	2600
2	CAF 6	2300
6	CAF 5	2000

The tentative plan was to have the head counselor (CAF 9) and an assistant (CAF 7) working under the jurisdiction of the industrial relations officer. The other counselors will be in Supply, Public Works, and Assembly and Repair Departments. The plan contemplates hiring all counselors at the CAF 5 rate, selecting from among them for the higher rated jobs, on the basis of performance. Since the Station is definitely interested in the woman's co-ordinating system in operation at both Mare Island Navy Yard and Hunter's Point Naval Drydocks, and plans to pattern their policy thereon, an outline of this system was submitted. (Copy attached.)

U. S. DEPARTMENT OF LABOR

WOMEN'S BUREAU

The "Outline For Coordination of Women's Activities" which is the first enclosure attached, is applicable in organization to activities functioning under an industrial system. The principles expounded have proved their practical value over a period of time.

Methods of control of personnel as well as managerial organizations vary greatly. Sound basic principles for the control of female personnel are applicable in any enterprise. The actual methods and techniques of applying these fundamentals must be adapted to conform to each organizational pattern.

We are, therefore, including for consideration an adaptation of this female personnel control system for North Island Naval Air Station.

U. S. DEPARTMENT OF LABOR

Women's Bureau

OUTLINE FOR COORDINATION OF WOMEN'S ACTIVITIES

Production and efficient utilization of women workers should be the fundamental basis of a good policy for the coordination of women's activities. Only on this basis can management successfully base a plan of operation and supervision, and women employees be assured of adequate facilities and just and equitable opportunities.

When setting up a plan for the coordination of management's and women employees' interests, it is well worthwhile to consider what such a program is expected to accomplish.

The tremendous scope of this war has made it imperative to use women in unprecedented numbers. Industries which have never used women previously, are now employing them. Millions of women who have never worked in industry, many who have never worked in any capacity are now called upon to produce war materials. Even in peacetime such an upheaval in industry would have brought many changes and adjustments. The present element of haste precludes a thoroughly studied, well-planned, and careful use of that new tool - WOMAN.

Management is responsible for production. To assure this end, it formulates plans and policies, not only for the efficient use of materials but for the maximum utilization of labor force. It is the supervisory and labor force who actually take these plans and carry them through, strengthened, directed, and advised by management's policies.

Management, supervisory force, and employees are all working towards the same end. . . they all have a common purpose. To weld these three forces together takes honest, continuous, unflagging, and unending cooperation and coordination.

What do we mean by coordination? "To coordinate means to unite and correlate through the media of consultation, collaboration, exchange of information and ideas, the various functionalised activities of the business in order that they will operate with the minimum of lost motion and friction and to the maximum advantage of the enterprise as a whole; to reconcile the temperaments, attitudes, and points of view of those who make decisions, with the temperaments, attitudes and points of view of those who are affected by the decisions."

Here is the foundation of the work of a women's coordinator. This position is much broader in scope than that of a "counselor". Under this interpretation of a coordinator are included many more functions of extreme value both to management and to women employees.

Logically, there should be a head coordinator who is in an advisory capacity to management on all matters pertaining to the successful utilization of women in the activity. By viture of the indisputable fact that women's best interests coincide exactly with management's best interests, a head coordinator actually represents all women employees to management.

To attain her maximum value, such a woman must know the production plans of the enterprise, must understand the mechanics of such production as well as women's physical, mental, and emotional qualities. In brief outline, she should advise management on all matters pertaining to physical, educational and experimental requirements for female employment; selection and placement methods; training; medical care; facilities; supervision; transfer and termination policies.

As each industrial activity ordinarily is divided into sections of specialized operations, each such section should have a coordinator who bears the same relationship to the highest level of supervision within the section that the head coordinator bears to management. In enterprises functioning under this system, it has been found most satisfactory to have the head coordinator under the jurisdiction of the Industrial Relations manager, and the section or division coordinator directly under the authority of the head of the division.

As each division head is responsible for the production and the labor force of his division, he should have complete authority over both — within, of course, the confines of general enterprise policies. If a division coordinator is made responsible to other than the division head, it breaks the accepted line of authority and could defeat the entire purpose of the plan.

Division coordinators should meet frequently with the head coordinator and they should work in the closest harmony and cooperation for the best interests of all women in the activity. The head coordinator should bear the responsibility of informing division coordinators on all general enterprise policies; she should assist and advise them on the interpretation of these policies within the divisions. The more thoroughly the division coordinator understands these policies, the more value she is to her division supervisor in the effective and uniform administration of said policies. In turn, division coordinators can keep management informed, through the head coordinator, on the efficacy and adequacies or inadequacies of policies.

Many of the problems attendant on using women in war industries are entirely new both to management and women employees. It is not possible to go back through industrial experience for the answers to these problems. Both division coordinators and head coordinator must be alert to these problems. The division coordinators can be of inestimable value in assisting the head coordinator on the formulation of policies which may solve many of these problems as they arise. These proposals should then be made to management.

The variables of labor utilization factors are so great in different industries that it is possible only to outline, in general, the functions of head and division coordinators.

By means of close contact with division coordinators and supervisors, the head coordinator is in a position to formulate or make adjustments in the activity's policies. We do not feel that she should have line authority.

Her recommendations should be cleared through the Industrial Relations Manager before being submitted to the highest authority. The effectiveness of her work will, of necessity, be determined by the respect held for her judgment, both by the Industrial Relations Manager and management as a whole.

For this reason, extreme care should be exercised by management in its choice of a head coordinator, but once chosen and appointed, her suggestions and recommendations should be given equal consideration with those made by any other branch of management. While all her recommendations should be discussed with the Industrial Relations Manager and cleared through him, he should not have authority to invalidate them without discussion with other branches of management. This provision must, of necessity, be inserted, as it is common experience that industrial relations managers differ widely in their receptiveness to suggested changes of policy and also in their attitudes toward women employees.

To a certain extent, the head coordinator should be a "last court of appeal" on individual cases. If, within the limitations of her authority, a division coordinator is not able to solve an individual problem case, the woman involved should be sent to the head coordinator for final decision. Any recommendation that the head coordinator makes should be given verbally to the division coordinator in the presence of the woman involved, or should be sent back with the woman to the division coordinator in written form. Any actual line authority involved in the final settlement should be exercised by the division supervisor.

It is possible to outline in general the work of a division coordinator. Basically, the division supervisor relies on her to have a greater understanding of her sex than he himself could have, and, by virtue of this understanding, to assist him in the efficient and successful use of his women employees. The problems that he faces in using this unaccustomed labor force are legion. A division coordinator assists this effort by every means ~~of~~ at her disposal. She must realize that her effectiveness lies in coordinating the best interests of the women with the aims of production.

She is an extension of the authority of the division supervisor. As such, she is responsible to him alone. At the same time, she is an extension of his interest in the welfare of every employee in his division and must retain the same cooperative, harmonious relationship with the other supervisors and with the employees that he himself maintains.

Each coordinator should be delegated certain functions and be given the authority to carry out these functions. Her advice will assist in job analyses, planning new operations and studying proposed operations for women, and maintaining health and safety standards in such planning. She can help to maintain good discipline, improve job interest and satisfaction, assist in placement, develop cooperation, promote a harmonious relationship between men and women, orient women to unaccustomed types of jobs, and in general, help in making the employment of women in the division an efficient and satisfactory practive. This is a position which calls for a great deal of diplomacy and tact, both in dealing with the women employed in the division and in dealing with their male associates and supervisors.

Detailed functions of division coordinator:

1. Interview new female employees reporting for work.

2. Familiarize them with division practices and regulations.

3. Give employees information as to location of bomb shelters, rest rooms, time cards, lockers, etc.

4. Assist division supervisors in carrying out safety regulations as they apply to women, and explain safety regulations regarding clothing, hair, etc., to new employees.

5. Introduce new women employees to their supervisor.

6. Interview each new female employee regarding her family responsibilities, interests, and study her character and personality with the aim of recommending her supervisor where she may be effectively placed.

7. Keep a personal file on each woman, noting menstrual cycle and any disturbance thereof, number and ages of children, marital status, rate of pay, notes on woman's punctuality, her cooperativeness, peculiarities of disposition or character, etc.

8. Keep a file of pregnancy cases with complete details on each case.

    a. Date of expected confinement.
    b. Name of doctor.
    c. Number and ages of children.
    d. History of miscarriages (if any).
    e. Marital status
    f. Evidence of abortion (if any).
    g. Nature of job at time of knowledge of pregnancy.
    h. Nature of job to which assigned subsequently.
    i. Notation of duration of employment before pregnancy.
    j. Attendance record during pregnancy

9. Handle all personal problems and help women to make adjustments to their work and to their co-workers and supervisors.

10. Explain the necessity of punctuality and regular attendance, prompt, cheerful and exact obedience to all orders, the need of working cooperatively with all other members of working group.

11. Recommend changes of assignment for women employees where personal knowledge of said woman leads shop coordinator to feel the woman may be more productively employed.

12. Check dressing rooms and reduce loitering or malingering.

13. Assist supervisors in handling such moral problems as may arise.

14. Hear complaints and grievances of women and assist in maintaining a harmonious atmosphere in the division.

15. Take steps to insure that female employee interests are adequately presented to management.

16. Consult with division supervisor in maintaining policies that meet with his approval.

17. Consult with and advise personnel clerks and training staff on matters of transfers, rerates, promotions, efficiency ratings, sick and annual leave, etc., as they concern women.

18. Help supervisors to maintain discipline.

19. Check working conditions and conduct of women on duty outside main division building.

20. Study operations in the division for purposes of recommending further jobs where women may be employed, or suggestions of specific jobs on which it is not proving practical to use women.

21. Analyze women's jobs and operations for the purpose of recommending to supervisor any changes which may increase the productive capacity of women so employed.

Many activities have found it more practical to allow coordinators and division supervisors to set the rest period policy for women in their own divisions, rather than setting an enterprise policy thereon.

To minimize loafing and reduce irritants of supervision, it is practical to set a definite policy on rest periods. Emergencies, of course, abrogate any policy, but this is well understood by every woman and coordinator. Whether it is more practical to allow women to take this definite rest time at the convenience of their work, or whether it is better to have all women leave at once, is dependent on the available facilities and the nature of the work of the division. However, some definite policy should be worked out and every woman in the division should be thoroughly instructed in this policy.

The coordinator should take the responsibility of seeing that there is no abuse of rest period time in the dressing rooms. This authority should not be given to the matrons in the rest rooms. This invariably causes trouble. It gives supervisory authority to one who is untrained and not chosen for such ability and women always resent such a practice. Since the coordinator represents the head supervisor and as such she represents the highest authority in the division, her supervision is accepted as justified and authoritative.

Selection of coordinators

The head coordinator should be selected by the manager or director of the entire organization in conjunction with the Industrial Relations Manager. She should then have independent status as the head of one branch of the industrial relations department.

If a department is small and of specialized activity, so that one coordinator is adequate, she should be chosen by the department head. She is responsible directly to and only to him. This authority of selection and supervision he should not delegate to any other person in the department.

If, however, the department is so large that there are divisions of activity, with heads of each such division, coordinator appointed for each division should be under the supervision and direct authority of the head division supervisor. Each such coordinator should be selected by the department manager and the division manager with whom she will work. The advice of the head coordinator should be asked on this appointment but the final responsibility for selection should rest with the department and division managers. This power of selection should not be delegated to any other person or persons in the department. Nor should authority over the division coordinators be delegated to personnel assistants, foremen, chief clerks or any other person or persons within the department.

This is imperative if the division coordinator is to function efficiently. As she is a production and labor utilization adviser, she must not be considered part of the personnel staff. She must in no way be under the jurisdiction of department or division personnel staff members.

It may be necessary to have a head department coordinator where many coordinators are in a department, though each division coordinator is directly responsible only to the division manager. The head coordinator of the enterprise is in an advisory capacity to each department coordinator. She should exercise no line authority over coordinators or the women employees in the divisions or departments, as this would interfere with the authorities rightly belonging to the division and department supervisors.

All division coordinators should be on the same pay basis, regardless of the number of female employees in the division. Department and head activity coordinators should be paid a considerably higher salary, since theirs is a much more important and difficult position.

The number of coordinators needed cannot be judged on a strictly numerical basis. It is much more effective to use production divisions as a foundation. This way a coordinator is able to study the problems and work with the women who are performing somewhat similar operations. If the division has too many women employees for her to handle personally, she should be given

assistants or monitors. Another coordinator should not be put in. Her assistants she should choose in conjunction with her division supervisor.

If assistants are needed on the night shift, the coordinator should select them in conjunction with the night supervisor. Then the night assistant should be under the direct supervision of the night supervisor and both are guided by policies worked out by coordinator and head division superintendent.

No definite requirements of education or industrial experience should be set up as a basis for selection of coordinators. Each selection should be made on an individual basis, as the qualities previously referred to are of considerably more importance than the degree of formal education or term of industrial experience that an applicant may have.

A great share of the effectiveness of any activit~~ies~~y's program for the utilisation of women rests with women coordinators. Theirs is a position of dignity, trust and great responsibility.

MARY ALICE WEBB

December 1943

RECOMMENDATIONS FOR ORGANIZATION OF WOMEN'S COUNSELING SYSTEM AT

North Island Naval Air Station

Since North Island Naval Air Station is not operating under an industrial system, we would recommend the following organisation:

We would propose a coordinator for the Public Works Department, responsible to the Public Works Officer, and a coordinator for the Supply Department, responsible to the Supply Department Officer.

Since there are so many divisions in the Assembly and Repair Department, there should be a head coordinator (A&R) responsible directly to and only to the A&R officer. Since the station has allocations for only ten coordinators positions, the procedure of having a coordinator for each division is temporarily impractical. The A &R coordinator will, however, need several coordinators for assistants. These assistants should be responsible to the head A&R coordinator. Neither they nor the head A&R coordinator should be under the jurisdiction of personnel assistants, other officers in A&R, superintendents, chief clerks, or any other person or persons within the department. As previously stated, coordinators are production and labor utilization advisors, but they should not be considered part of the A&R personnel staff, nor should they be under the jurisdiction of the department personnel staff members.

There should be a head station coordinator, working out of the station Personnel Relations Office and under the jurisdiction of the Personnel Relations officer. Her functions should include all female personnel matters which pertain to the station as a whole.

The station coordinator and the head coordinators of all departments should work very closely with the Training Officer as so many facets of their work are closely allied. Coordinators out in the shops should work very closely with supervisors of trainees and shop instructors.

Functions of coordinators at all levels, are outlined in the first enclosure. These functions are basic and applicable under this system.

REST ROOMS

There is no station policy on rest periods or use of rest-room facilities. Some divisions demand that women go to the rest room during their rest periods while others feel that the time allocated is for resting and women are free to go to the rest rooms at other times. In some places no definite rest period is given. This lack of a definite policy causes abuse of rest room privileges and causes general resentment in both women and supervisors.

It is practical to set a rest period of defined length for the Station as a whole. Whether all workers should leave at the same time or at the convenience of their work should be determined by divisions. The nature of operations and the available facilities must be taken into consideration in determining when this definite rest period should be taken.

The policy of the division or the shop should be carefully explained to each employee so any abuse will be deliberate and not misunderstanding on the part of either the woman or her supervisor. (See rest room policy in Women's Counselor outline.)

A woman who feels ill can get a slip from her supervisor authorizing her to lie down for one-half to one hour in the lounge room adjoining the women's counselor's office. She need only tell her foreman she is not feeling well and wishes to lie down. If she is so ill that she needs to lie down for a longer period, she is supposed to go home. If she is too ill to make the trip, she is either taken by car to the ferry landing or is taken to the Family Hospital on the island.

Women's lavatory and rest-room facilities vary greatly in both equipment and adequacy. Some are overcrowded, some inconveniently located, and some are entirely satisfactory.

A complete survey should be made of all women rest rooms on the island. This should include number of heads, wash basins, equipment, lighting, heat, condition of room (walls, floors, partitions, etc), number of women using (particularly at change of shift), and distribution on the island.

A procedure has just been established, since the start of this survey, of having a WAVE check the sanitary condition of all women's rest rooms. It is felt that this will result in more uniform cleanliness.

The practice of eating in rest rooms should be discouraged. Facilities should be provided so that there will be some place to sit down and eat other than the rest rooms.

Lockers should be available for those women who are doing very dirty work and would like to change clothes before going home. Workers using preservatives and cleaning solvents should be encouraged to change their work clothes before going home and showers should be available for their use.

All rest rooms should have some heating apparatus for use on cold days.

FOOD SERVICE FACILITIES

Cooperative cafeteria

In February 1936 a cooperative cafeteria for civilian employees was organized. Civilian employees at the Naval Air Station bought stock in the cooperative for purchase of all equipment and paying the initial costs of operation. The original capital investment has now been paid off.

There is an advisory committee of 14 people that formulates policies and standars for operating the cafeteria. The committee is composed of supervisors from various shops.

The cafeteria has a seating capacity of 800; 950 people have been served in 1 hour and five minutes.

The cafeteria is open seven days a week during the following hours:

Breakfast	6:30 AM - 8 AM
Lunch	11 AM - 1 PM
Dinner	6 PM - 9 PM

The workers have thirty-minute lunch periods.

It was estimated that 30% of the workers use the cafeteria. Some shops are too far away for the workers to use the cafeteria.

Typical food items with prices are listed below:

Hot meat dish: (chicken, steak, ham, etc.): never more than 30 cents
Stew: 25 cents
Vegetables (hot): two vegetables for 15 cents
Fruit juices: 10 cents
Soup: 5 cents
Pudding: 10 cents
Coffee: 5 cents
Milk: 10 cents
Buttermilk
Iced tea
Pies: 10 cents
Salads: (fifteen varieties) 10 cents
Cold plates: 35 cents

The average check in the cafeteria is 46 cents.

THREE CANTEENS

There are three canteens near some of the larger shops. They are open on just the day shift. These canteens serve coffee, sandwiches, pie, candy, cup cakes, nuts, cigarettes, fruit, and popcorn. One complaint regarding the canteens is that frequently they run out of coffee and other supplies early in the noon hour, and little effort is made to get additional supplies.

CANDY WAGONS

There are three small candy wagons that go through the larger shops selling candy, nuts, and cigarettes.

LUNCH ROOM IN SUPPLY AND ACCOUNTING DEPARTMENT

In the Supply and Accounting Department there is a small lunch room. Hot coffee and hot tea are served. Sandwiches, cup cakes, doughnuts, candy, nuts, fruit, milk and ice cream are also sold. Many of the workers bring their own lunches to this lunch room and just buy coffee or milk.

This lunch room is open early in the morning for those wanting coffee for breakfast. It is open during the morning and afternoon rest periods for the office workers in Supply and Accounting so they can get hot coffee and refreshments.

FACILITIES FOR MILITARY PERSONNEL

The aforementioned food service facilities are used by both military and civilian personnel. In addition, there are other facilities on the Station for use by military personnel only. There is the ships service open every day from 6 AM to 10 PM. It includes both a cafeteria and coffee shop. There is then the commissioned officers' mess at the ships service. In addition there is the Officers' Club for use by officers on the Station.

TRANSPORTATION AND HOUSING

TRANSPORTATION

Transportation was considered a problem at the Naval Air Station primarily because of the 20-minute boat trip to the island from San Diego. The distances traveled by the workers are not so great, but the many changes on street cars, buses, and ferries are awkward and time consuming. Only 1.2% of the women leaving actually gave transportation as a reason for leaving, but it is believed one of the contributing factors is causing other workers to leave.

Most of the workers must take a car or bus from their place of residence into the downtown Plaza. At the Plaza they change to a car that takes them to the Santa Fe Railroad Station. There they change to a bus that takes them to the ferry landing. Buses meet the day shift at the ferry landing and run direct to 3rd and E Streets which is one block from the Plaza. These buses do not start running until around three o'clock in the afternoon and other hours there is no direct bus service to the ferry landing from the Plaza. There is one street car line that runs from the Plaza to within a block of the ferry.

Near the ferry landing on the San Diego side there is a parking lot, but it is not adequate to hold all the cars of workers using their own cars. There are also parking restrictions on so many of the streets in this area, that many must leave their cars several blocks from the ferry landing to avoid getting a ticket.

The Naval Air Station runs its own bus lines in Coronado. Coronado is the island adjacent to North Island connected with North Island by a causeway. The buses are routed and scheduled to the convenience of the workers, and transportation was not considered a problem for Coronado workers.

On the mainland the 11th Naval District handles the Navy buses running into areas where there is no or inadequate public transportation. There was the feeling that the Navy transportation system on the mainland was not set up to meet the needs of the Navgl Air Station.

There is just a small waiting room at the ferry landing on the San Diego side and on the North Island side. There are great numbers of military men stationed at the Naval Air Center and from the ships and aircraft carriers in port that also use these ferry landings. At the changes of the shifts and during the rush hours there is not nearly adequate sheltered waiting room. This means that many of the workers get very wet on rainy days, and this is undoubtedly a contributing factor to so many suffering from colds.

In the Supply Department there were objections to the open bus in which some women are now riding. Moisture drips down their necks from overhead and the wind blows so they are chilled before they start work. This is especially true of some who arrive with workers starting at 7 A.M. and their building does not open until 7:45 A. M.

On Mondays, when all the workers in Assembly and Repair are on duty under the combat team system, the ferries and boats are terribly crowded. At the changes of the shifts the boats are also very crowded.

To cope with some of the transportation problems there should be more direct bus service from the Plaza to the ferry landing. There should be direct Navy bus service from some of the residential areas to the ferry landing. There should be more overhead shelters at the ferry landings. There should be more parking space provided on the San Diego side of the ferry landing. There should be more boat service during rush hours.

HOUSING

Only 2.4% gave housing as a reason for leaving although housing is considered one of the major problems in San Diego. It is quite conceivable that some of the women "returning home"; "moving out of town," and some of those discharged for "failure to return" may have actually left because of the poor housing conditions in San Diego.

Housing is a particularly great problem for single women and married women living alone because so many places will not take single women. Many of the places that will accommodate single women, will not allow any men in the house. This is a great problem in San Diego because so many wives of servicemen are living there, and when their husbands return from sea they cannot bring them to their place of residence. The Naval Air Station employs an exceptionally high proportion of servicemen's wives, which means that this problem is more acute than in other local industries.

There is a dormitory for women in San Diego called the Riverlawn Dormitories. A new housing project is just being started in Coronado which will include a woman's dormitory. There will be 500 dwelling units. There will be accommodations for about 2,000 men and women in both the family units and the dormitory.

An Amphibious Training Station is to be established on the Strand in Coronado. There will be 5,000 to 6,000 enlisted men attached to this training center which will result in an increase in population of about 8,000 people in Coronado.

Attempts are being made to get additional housing through the FPHA and some new projects were approved in the fall of 1942. In the meantime housing continues to be an immediate problem, and is contributing to turn-over among women at the Naval Air Station.

RETURNING HOME OR JOINING HUSBAND

Eleven percent of the turn-over among women could be attributed to their leaving town to join their husbands who were moving to another part of the country or were returning from the war zone. An adiditional two percent were leaving town or returning home because their husbands were being sent abroad and they no longer wanted to live in San Diego. The great majority of these women were married to servicemen although there were a few leaving for these reasons who were married to civilians. There was an additional 7 % women who left the Station because they were moving out of town or returning home. It was not known why these women left, but it is possible that some of them, too, were married and joining their husbands.

Forty women who left because of their husbands were known to be married to servicemen, and 25, or ~~60~~ 62½ percent, of these women were employed three months or less. (See chart of terminations by duration of employment.)

The exact proportion of servicemen's wives employed at the Station was not known but the number was reported as being very high. The Station gives preference to the employment of servicemen's wives and a high turn-over in that group is expected. These women are not discouraged from leaving, and there seemed little that could be done to stop this turn-over. It was recommended, however, that servicemen's wives be placed on jobs requiring short training time because the duration of their employment is apt to be so short.

DISCHARGES

Among the 415 women studied in the survey seventeen percent of the terminations for the Station as a whole were due to discharges, and 20 percent of the terminations in Assembly and Repair Department were discharges. There was a total of 70 discharges out of the 415 female terminations. 48 were discharged for unauthorized leave (AWOL), nine were discharged for irregular attendance, seven were discharged for insubordination or being undesirable, and six were discharged because of failure to qualify. (See copy of chart on discharges)

Thirty of the 48 who were discharged because of unauthorized disappearance from the Station had to be shown as discharged. It was possible to get additional information on the other 18 discharged for unauthorized leave. Three actually left because of dissatisfaction with wages, 2 because of personal illness, 2 because of illness or death in the family, and two moved out of town. There were other individual instances of a woman failing to return because she got married, was pregnant, joined her husband, returned home, disliked the shift or nature of the job, had child-care problems, or left for family reasons.

Thirty-~~four~~ three of the 70 discharged were employed not more than a month - 21 of them ~~either~~ under 15 days. ~~or one month.~~ This would indicate a possible need for more careful screening of applicants prior to employment as some of the conditions leading to discharge must have been known at the time of employment, and the Station could have been saved the time and expense of putting them on the payroll.

Twenty-three of the 70 discharged had been employed four months or longer. In some of these cases it seemed that more attempts could possibly have been made to work out the reasons for irregular attendance and other individual problems which ultimately le~~a~~d to discharge. Also there may have been legitimate reasons for certain irregular attendance among women with family and household responsibilities. Consequently, some distinction should be made between "avoidable" and "unavoidable" absence and tardiness rather than have it automatically marked against a person's efficiency rating.

In the various departments and divisions within departments differences were observed in methods of handling discharges, some being more strict than others in discharging a person for unauthorized leave or irregular attendance. Some would not carry a person on the rolls for any extended period of time because it made the division's absenteeism record look worse. It seemed well if there was some uniformity in handling discharges.

ABSENTEEISM

The absenteeism rate for women is not appreciably higher than for all employees, as shown in the table below. In Assembly and Repair it was 13.9~~%~~ percent for women and 11.9 percent for all employees. In Public Works the rate for women was 1.6 ~~.015~~ as compared with 1.5 ~~.014~~ for all employees. In Supply and Accounting it was 5.5 ~~.05~~ for women and 6.1 ~~.06~~ for all employees. These rates are for the month ending September 30, 1943.

Reports from the various departments during the month of September indicated the following as causes of absenteeism:

Assembly and Repair

"The major causes of absenteeism have been a lack of child care, illness and personal business matters. The use of posters indicating retarded production due to absenteeism has proven effective. These also indicate an increase or decrease in man-hours lost due to absenteeism."

Public Works - NAS

"A typical week September 13 to ~~and~~ 18 shows that illness in the family accounted for the majority of absences."

Naval Air Center

"A typical week, from September 12 to September 18, indicates that illness and time to attend to personal business, care of families, etc., were major contributing causes of absenteeism. Directives pertaining to absenteeism are being widely circulated with instructions to abide thereby."

There seemed to be disagreement as to the extent to which the combat team system in Assembly and Repair was cutting down absenteeism. Reports from one source said absenteeism was cut down because it enabled women to do their shopping during the week on their day off. Others said it increased absenteeism because there were no Sunday child-care facilities; the women objected to working Sundays when their husbands had Sunday off; mothers wanted to be home on Sunday when their children were home from school; and lastly, absenteeism was apt to be high every seventh week when it was necessary to work a~~n~~ 10-day stretch without getting a day off.

Much absenteeism was attributed to workers taking sick leave even though they were not ill. They often felt entitled to the sick leave just as annual leave. No visiting nurse system is in operation to determine if a person is actually ill or just taking a day off. There was some discussion of putting in some such procedure to check absenteeism.

ABSENTEEISM RATE, BY DEPARTMENT AND SHIFT

Month ending Sept. 30, 1943

Department	All shifts Number scheduled	All shifts Number absent	All shifts Rate	1st shift (day) Number scheduled	1st shift (day) Number absent	1st shift (day) Rate	2d shift (swing) Number scheduled	2d shift (swing) Number absent	2d shift (swing) Rate	3d shift (graveyard) Number scheduled	3d shift (graveyard) Number absent	3d shift (graveyard) Rate
Assembly and Repair												
All employees	26,628	3,168	11.9	21,438	2,551	11.9	5,124	609	11.9	66	8	12.1
Women	11,142	1,554	13.9	9,330	1,302	14.0	1,788	249	13.9	24	3	12.5
Public Works												
All employees	5,780	85	1.5	5,780	85	1.5						
Women	1,020	16	1.6	1,020	16	1.6						
Supply and Accounting												
All employees	2,442	150	6.1	2,064	132	6.4	354	18	5.1	24		
Women	546	30	5.5	498	30	6.0	42			6		
Naval Air Center												
All employees	474	8	1.7	282	5	1.8	102	2	2.0	90	1	1.1
Women	180	3	1.7	168	2	1.2	6	1	16.7	6		
Public Works, Naval Air Center												
All employees	1,086	20	1.8	1,086	20	1.8						
Women	40			40								

Description of Women's Occupations in the A & R Dept. and
~~TURNOVER ANALYSIS AND WOMEN'S OCCUPATIONS BY DEPARTMENT AND DIVISION~~
Summary of Women's Turn-over, by Division

(a) ASSEMBLY AND REPAIR DEPARTMENT — Page 81

1. Accessories Division 82
2. Engine Overhaul Division 87
3. Emergency Repair Division 92
4. Overhaul Control Division 94
5. Structures Division 101
6. Assembly Division 106
7. Metal Division 111
8. Plant Division 114
9. Machine Division 119
10. Radio and Radar Division 124
11. Planning Division (not including Vestibule Shop) 127
12. Vestibule Shop #310 (Planning Division) 129
13. Storekeepers and Messengers 134

(b) Supply Department 136
(c) Public Works Department 139

(a) Assembly and Repair Department

ACCESSORIES DIVISION

Women's Occupations.

In this division accessories are disassembled, overhauled and reassembled. All hydraulic equipment, electrical equipment, ordnance, bomb sights, graphic arts, photographic catalogs, engraving, etc., are handled here. Much of the work is very light and suitable for women.

Shop 112 Electrical

Besides the women in the main electrical shop there are twenty-five women electrical workers on final assembly in building 94 and five in three outside hangars. These women are installing electrical connections on the ships. In the shop, which is well equipped and well lighted, women work on generators, voltage regulators, dynamotors for radio, etc. They make complicated subassemblies of electrical wiring with various attachments. This work is done according to illustrations which are also made in this division. One woman is an instructor in armature winding.

Shop 114 Cleaning and Painting

Paint is stripped from parts by soaking in a tank of Supertrol. Kerosene and lacquer thinners are also used to clean parts. A trichlorethylene degreaser is operated by women. Women are on all cleaning jobs including hand brushing of small parts in an open pan. There are objectionable fumes in this part of the building and a study is being made of the ventilation by the safety department which is admittedly poor.

Shop 180 - Instruments

This is the only shop in the A & R department which does not have a shop instructor. The foreman prefers to take women directly into his shop and train them himself.

Until recently the entire overhaul of each instrument was handled by one worker with an assistant. Now the work is reengineered on a line basis. New girls break down parts and clean them, more experienced women do minor assemblies and experienced girls complete the assemblies for final check by a man mechanic. This work is very demanding and requires a person of calmness and patience and no tendency towards nervousness. The inspector for this shop is a woman who learned the work in the shop. She is now with the Inspection and Survey Department and passes on every instrument before it leaves the shop. Supervisors are very well satisfied with their women employees in this shop.

Women work on all instruments including pressure and suction gauges, air speed indicators, altimeters, turn and bank indicators, artificial horizons, directional indicators, automatic pilots, telescopes, reflector gun sights, octants, drift sights, aerial cameras, fuel indicators, tachometers and temperature systems. Most of the work requires the use of a magnifying device. The work is done at well planned benches with excellent chairs and good lighting.

Shop 182 Ordnance

Women do not lift the large automatic machine guns which are overhauled here. Men do all disassembly, cleaning, fitting, parco lube and trigger motor work. The receivers weigh 35 pounds and are delivered to the benches. About once a day a girl lifts one to the rack of her bench for final assembly with sub-assemblies which have been previously overhauled by women in the shop. Women also do routing and marking of parts, they overhaul mount adapters, trunions and bomb racks.

Shop 184 Hydraulics

Women have six weeks in school before coming to this shop but must have

even more training before they can work without constant supervision. This shop overhauls hydraulic and oxygen equipment.

Hose for hydraulic fluid is tested and reconditioned with new fittings. Ball bearings are reworked and tested. Women disassemble, inspect, overhaul, and recondition hydraulic valves for extractor controls for radar antennae, vacuum flaps, cylinders for the breach starter, throttle control gear boxes, elevator fuel tank pressure controls, vacuum pumps for de-icers and pilot controls, fuel pumps, oil colling control valves, supercharger control valves etc. Women work along with men and are changed about so that they learn all the operations on all parts. It is light bench work of sufficient variety to hold the interest. Women do no heavy lifting in this shop.

Oxygen

In this section rebre there are serviced and face pieces sterilized. Oxygen bottles are checked for date and refilled if necessary. Men fill the bottles but women repaint them with "oxygen green" and place them on shelves.

Shop 186 Decalcomania and Graphic Arts.

Sic women in this shop do screen work making decalcomanias. Five are painting dials with fluorescent paint. Three are painting dials with radium paint. They have well exhausted glass booths. They are supplied with white smocks but wear no head covering. They pride themselves on the cleanliness of procedures in this section. There are five collating and assembling catalogues, which is done on a machine. The pace is set by the machine and it is monotonous work. There are fifteen-minute rest periods during each half shift for women on this work.

Shop~~s~~ 187 Machine

Women run lathes, drills, engraving machines, etc., in this shop. They learn to set up their own machines from the start, doing simple jobs at first and more complicated ones as they progress in skill. Re-engraving is very tricky work for absolute accuracy is necessary. Workers sit on large oblong stools which are very solid and have a movable box foot rest. While the work position looks very awkward, it does have to be changed for different set-ups and the workers feel that they manage very well even with no place for the knees. Supervisors are very satisfied with women in this shop.

Turn-over.

Seventy-five women terminated from this division during the months of September and October. This is an 11.9 percent turn-over. Ten women terminated giving personal illness as their reason. There seems to be no connection between the work they were doing and their illness, with the exception of one woman. This woman had had a back injury before coming on the Station and found that the work on pumps and starters in the hydraulic shop aggravated her~~s~~ condition. Eight women left to join their service husbands, a factor in terminations from all divisions. Seventeen women were discharged during this period, four for failure to qualify, thirteen for unauthorized leave. Of this last group, subsequent investigation revealed that one left because she couldn't work nights, and two because of illness in their families. Six women left the division because of child-care problems. Four of these women had private arrangements for the care of their children and the care of the children of the other two is unknown. Experience has proven that individual arrangements for child care are very insecure, and unless a woman's children are cared for by an established agency she should not be assigned to work with a long training period.

The work in this division is for the most part definitely suitable for women. The facilities are adequate and working conditions above average. There ~~are~~ was no group of terminations definitely attributable to the division.

ENGINE OVERHAUL DIVISION

In this division engines are disassembled, the parts routed to shops for repairs and overhaul, the entire engine is repaired and reassembled.

Shifts: 7:30 to 4:00 p. m.
3:30 p. m. to midnight

There is a change of shift under consideration to eliminate the half-hour overlap. It is hoped by this method to make rider-pools more practicable for workers in this division.

The work in this division is complicated by the frequent changes in engines. It is practically custom work and a longer training time is necessary to make women into valuable workers. All absentees in this division are interviewed personally by either the division superintendent or his assistant. These interviews have led them to the conclusion that transportation and factors in home life are the two greatest contributing causes of absenteeism among women.

Women's Occupations

Shop: 230 Disassembly, Cleaning and Sandblasting.

The original steam cleaning of the entire engine is done by men out of doors. The engine is then disassembled inside the building and all parts for each engine are placed on a large conveyor. The only women who work on disassembly are those taking "in-service" training who go through all operations in turn. The work is dirty and requires strength.

Women are doing the cleaning work. There are four cleaning units with tanks of "soup" (C86A) which has a creosol base, in which the bright work is soaked for an hour or more depending on the strength of the liquid. Beside each cleaning tank is a tank with neutralizing fluid in which parts are dipped on the way to a bench where a worker then scrubs them with a hand brush in a small tank of furnace oil. A motor driven wire brush is also used on some parts. When clean, parts are sprayed with fresh oil and returned to the conveyor.

Tanks and benches are well exhausted so that fumes are scarcely noticeable. Workers are provided with gloves, aprons and face masks. They stand on duck boards.

Shop: 232 Overhaul Control and Progress Records

Girls in this shop keep necessary records of parts procurement and flow of work. This also includes checking of nuts and bolts and some partial assembly of small parts and their delivery.

Shop: 233 Piston Check and Ring Assembly

One girl works on checking piston and assembling rings, which is light seated work.

Shop: 234 Cylinder Inspection and Assembly

Work on cylinders involves moving them from a conveyor rack where they are washed inside with kerosene. Women check the numbers and sizes of push rods and renumber any new or unmarked parts. These parts, rocker arms, reground valves, etc., are added to the cylinders and the bolts brought to the proper torque. Women lift the cylinders which weigh 35 to 40 pounds off the conveyor belt onto the benches. There are men working all around but it is said that the women elect to lift the cylinders themselves.

Shops: 235 and 236 Crankshaft, Intermediate Nose, Power Sections

In these shops the parts are too heavy for women to lift, but they do handle them and turn them, which involves considerable effort. Women check, polish, adjust and add bolts, etc. They polish tappet guides and tappets. They do skilled bench work on reduction gears.

Shop: 237 Blower Section and Fuel Pump

Fuel pumps are completely overhauled by women, usually one unit to a person. This is mostly bench work. Seats are long oblong stools without backs.

Shop: 238 Carburetors

An experienced girl can and does completely overhaul a carburetor. They are of all sizes and types and weigh an average of 50 pounds. After soaking in a tank of Turco (creosol base), the carburetor is sprayed with high flash solvent and dried off with a final gasoline spray. A worker usually handles one carburetor a day. Only very experienced workers test their own. The flow bench for testing has one woman learner and six men on the job. The carburetors are calibrated here according to a chart and no further adjustment is done except by the ground crew on the test line.

Newly assigned women are given only the simplest jobs to do, such as sorting nuts and bolts. They continue work under closest supervision. It usually requires six months' experience before a woman can work independently.

Shop: 239 Paint

Women do only the masking of parts in this shop.

Shop: 241 Metal Welding

This shop does odd jobs of repair. Women use torches to burn solder off old fitting; they saw terminals off used conduits; they repair ignition harness and deflectors. All the work in this shop is light.

Shop: 242 Ignition

The ignition shop prepares spark plugs for re-use. Dirty plugs are unscrewed on a machine and the threaded end sent out for reworking. The plugs are cleaned in various ways. They are placed in a machine which twirls them against a polishing tape of aluminum oxide which is held by the woman worker. There is suction to exhaust the dust. Women space the points on a hand-operated machine and test them for clearance. One woman operates a special testing machine on which a mirror reflects the sparks which must be judged for color and continuity. This is a skilled job. Other women buff, spray the inside with lubricant, mask before sending to the paint shop, unmask, brush or lubricant, wrap and package.

Shop: 243 Assembly, Final Check

Four women work on the final assembly of the complete engine. Two work together as a team. They are under the direction of a mechanic but work practically alone. All the engine parts are on the conveyor. A chain hoist is used for the blower, which is complete when it comes to the shop. The complete engine is then built up. The women do everything just as the men are able to do it, including timing the magneto and sending the engine to test. It is not practical to handle cylinders with a chain hoist and they must be held up while they are put in place. The supervisor of this shop expressed the opinion that this work is really too hard, but that the women want to do it and that they are very good at it.

Shop: 244 Test

One girl operator handles the controls of an engine on its 5- to 8-hour running test. A crew rolls the engine into the test cell and attaches it ready for the test. But if necessary this woman is able to make her own attachments and adjustments. When the test is completed the crew is supposed to disconnect the engine, but if for any reason the crew is busy elsewhere, she must herself disconnect the engine and roll it out of the test cell at once. Each operator works alone and is solely responsible for that engine, but the other worker who watches his engine from the same space acts as relief, watching both engines for lunch periods, etc.

Shop: 263 Parkerizing

In this shop paint and rust are stripped from old spark plugs, small springs, etc., and they are then given protective coatings as needed. Small baskets are used for carrying the parts from tank to tank so the work is not heavy. Tanks are well exhausted but some fumes are noticeable. Coatings include parelketone and lacquer for which there is a small dryer. There is only one women in this shop and she has been there a year.

Shops 260 Preservation

This shop preserves the engine after test. The inside has already been flushed with preservative in the test cell. The operation must be completed within three hours of the time the running test is over. The engine is first sprayed with cleaning solvent out of doors, where women help by removing rocker box covers and wiping off parts and stands. The engine is then rolled inside to a booth where two women spray it with parelketone, about twenty minutes to an engine. The carburetor and other detached parts are also sprayed, wrapped and placed on the engine stand. From here the engine goes directly into use on a plane or to the Supply Department where it is sealed in a bag for storage or shipment.

Workers are interchanged between shops 230 and 260 as they are both in the same room. Work in both shops is unavoidably dirty and disagreeable and workers are paid an extra 6 cents an hour while doing this work. Parelketone is very irritating to the skin and workers are required to wash immediately after using it.

Recommendations

Shops 260

The work of this shop is dirty and the preservative used is irritating to the skin. There is only one wash basin for the use of women. The lavatory facilities are inadequate and there should be showers. This condition is known to management and an effort is being made to remedy it.

Shops 230

Rolling stand should be provided for women to take carburetors to and from the cleaning tanks.

Since so much of the work in this division is heavy, extreme care should be used by the station in assigning women to the division and by the division in assigning women to jobs. This is particularly important in the shops where large parts are handled. Every effort should be made to install mechanical aids.

Turn-over

There were 18 terminati~~ng~~one among the women in this division, or 10.5 per 100 employees. Four women left through personal illness and 4 to join their service husbands; the others were scattered as to cause, 3 of them being discharges.

EMERGENCY REPAIR DIVISION

Women's Occupations.

Minor repairs, emergency repairs, and modification of aircraft is done in the Emrgency Repair Division. In this Division there is just one woman laborer, and all the other women are helpers and mechanic learners, 17 of the former and 8 of the latter.

There are two main categories of work in this division: Bench work and machine operating and workout on planes. The better workers are placed on work on planes and the others are placed on bench work. Typical bench work and machine operations performed by women include:

Squeeser riveting
Gun riveting
Operating electric and pneumatic portable drills
Band saw operating
Single spindle drill press operator
Shear operator (about three foot shear used for cutting small pieces of metal)
Brake operater
Metal stretcher operator } special metal stretching and metal
Metal shrinker operator } shrinking machines developed and built at the Naval Air Station
Filing and burring
Bench subassembly

The women doing bench work and machine operating shift around on a variety of jobs and are not confined to any one type of work.

Women doing work on planes are now mainly on modification operations where new and special equipment is installed and minor changes made. Some of the work requires a considerable amount of climbing around and because of this some of the older women are apt to complain of the workout on planes. The women are first taught one type of installation and are then gradually taught a variety of operations. Typical installations performed by women include instruments, controls, panel boards, oxygen tanks, windshields, straps, brackets, rubber strips, etc.

The one woman laborer in this division cleans planes primarily prior to repainting sections or putting on new insignia.

Some women are doing progress work of following "egrys" (work orders).

TURN-OVER SUMMARY

This Division had a monthly turn-over rate of 10.2 percent during the two months studied, this being about average for the Assembly and Repair Department as a whole. A total of six women terminated in the period. Two women were discharged because of irregular attendance. One of these women had been employed 4 months and the other 6 months. One had no mechanical ability so she had been placed on odd laboring jobs although rated as a mechanic learner. She drank a great deal and her attendance had been very bad with 29 days of LWOP in four months.

One woman went to Texas to be with her husband who was in the Army. One woman was getting married and moving to Los Angeles. The one woman shown as having left for family reasons was scared out of town by her husband and went down to Alabama. She left the Station without resigning so she was really discharged after having been employed a little overa month. The sixth woman was shown officially as having resigned to join her husband in Arizona. Actually she refused to be transferred to another job and resigned. She had a progress job of following "egrys" or work orders and was to have been shifted to another line of work which she refused. She is now back on the Station working in the Engine Overhaul Division.

Two of the women who left did modification workout on the planes. One had a progress job of following work orders, one did bench work, and two did odd laboring jobs of cleaning airplanes, and so forth. In this Division the nature of the work seemed to have no relation to turn-over.

OVERHAUL CONTROL DIVISION

When a plane is brought to the Naval Air Station for repairs it is first taken over to the Overhaul Control Division. There it is completely disassembled and estimates made of necessary repairs or replacement of damaged or missing parts. Then all parts are sent out to the respective divisions for necessary work.

Women's Occupations.

Shop 501 - Disassembly (Total - 57, Female-34)

Planes are disassembled both in the shop and out on the field. Those working out on the fields are being trained to assist on the disassembly of an entire plane rather than the disassembly of one type of equipment. There are certain interchangeable parts such as wings, engines, seats, ordnance, instruments, tail surfaces, etc., which are disassembled and routed for repair and reassembly on any plane of a particular type. There are other non-interchangeable parts which must be marked specially for ultimate assembly back on the same plane.

In the disassembly work in the shop there is specialization on one particular type of disassembly such as wings, control surfaces, ordnance, engines, instruments, hydraulic units, fuselage, electrical, gas and oil systems, and miscellaneous equipment (pilot seats, oxygen tanks, life belts, windshields, etc.) On instrument and ordnance material the equipment is merely taken out of the plane and the analysis of what needs to be repaired is done in the instrument and ordnance shop. On fuselage women assist men in disassembly, but men do the analysis of repair work that needs to be done.

On other disassembly women disassemble the parts sufficiently to see what needs to be done. Three women have been trained to identify all parts of a certain type assembly. They can analyze what repairs are needed and write "egrys" or work orders, and route the part through all the necessary shops for

complete overhaul and repair.

There is a group of women that work on what are called "burr" benches. Small metal tags called "burrs" are made with the identification number of the part, the order number and the shops through which the part must be routed.

They use the photographic catalogs of the Bureau of Aeronautics to identify the parts, incorporate all the latest Bureau of Aeronautics changes, and attach the proper burr to each part. This work requires considerable training and is one of the more skilled jobs in the Division.

Women on the burr benches start as mechanic learners, are broken in on disassembly operations, identification of parts, and gradually taught the burring operations. This burr bench work is subdivided into different types of equipment: wings, landing gear, ordnance, electrical, engines, miscellaneous (life belt, pilot seats, oxygen tanks, etc.)

Shop 502 - Cleaning and Metalizing (T-94, P-40)

In this shop women clean all types of parts and subassemblies including wings, fuselage, tail assemblies, tubing, etc. Often the wing assemblies are cleaned by men first, using the spray method. Women wipe and clean them thoroughly by hand. They use cleaning solvents on rags, brushes, and scrape and clean every little section. They scrape tubes with stiff brushes and solvents and blow clean with an air hose. Care is needed in cleaning tubing so that they are not bent or injured.

Women clean all parts so that they can be inspected for any flaw, no matter how minute. They apply paint remover with paint brushes and remove every vestige of paint, grease, or oil.

All cleaning cloths of this division are washed every day by men who operate big washing machines and air dryers. Women stuff the clean rags into sacks for distribution to all shops.

Women clean rubber gas tanks, pilot seats, and all other types of fixed equipment.

Aprons, gloves, jackets, and rubber boots are furnished to women who need them in this work. Industrial hand cream is also furnished.

Shop 503 - Routing, Inspection, Magnaflux, Transportation (T-19, F-7)

In the transportation shop there are mainly laborers but also a few mechanic learners. Women are employed as scooter operators, Clark tractor operators, and truck drivers. One woman acts as an expediter or dispatcher segregating all material and routing it to proper shops. She handles over 5,000 parts a day.

No women are used on magnaflux inspection. Much of the material handled is too heavy for them and some women have expressed a fear of working on this inspection because of the electricity.

There are a few women employed as "egry" or work order writers. They are rated as mechanic learners or aircraft mechanic helpers, rather than CAF's because they must have a certain mechanical knowledge to do the work. In the course of their work they use the photographic catalogs of the Bureau of Aeronautics and make certain that all Bureau changes have been incorporated in the proposed repair work.

Shop 504 - Parts Sorting (T-31, F-30)

In the Parts Sorting Shop all small parts such as screws, bolts, washers, rivets, clamps and small fittings are sorted and minor repairs made. The parts come degreased and cleaned. They are segregated and some recleaned and repaired.

It takes approximately two months to break the women in on all operations in this shop. They are shifted around on different types of work to enable them to learn a variety of jobs and to relieve eye strain. If they sort parts of one type too long they are apt to develop a bad headache because of fixation in eye focus.

To prevent this the women are alternated on sorting large and small parts and parts of different size.

All sorting is done by eye and by feel. Some women can feel the different thicknesses of washers to 13/1000th of an inch. The threads of all screws and nuts are checked. All clamps are repaired by straightening and fitting to gages and screwing together to make practically a new clamp. Fittings are repaired and recleaned. The repair work done involves mainly dressing up threads with a file and testing all threads.

There is a one-armed woman employed on parts sorting in this shop.

There is a parts sorting machine operated by women which segregates the steel parts from the dural parts. The dural and steel parts are moved on separate belts where women stand and pick off screws, bolts, washers, clamps, etc., placing them in different containers.

There are two women "baggers" who put up parts in small packages for the storeroom.

There are three women snappers and one woman leadingman in this shop. The leadingman has worked in the division for about three years. She does some work herself in addition to supervising all the women.

All 26 women on parts sorting are rated as classified laborers. They start at 76 cents an hour, but by now most of them have attained the maximum laborers rate of 88 cents an hour.

Most of the work in this shop is done sitting down and very good seats with backs are provided. The women use an industrial hand cream to prevent discoloration of their hands from the constant handling of metal parts.

Shop 505 - Salvage Shop

There are no women employed in the main salvage shop at the present time. There were a few women in this shop, but as there were no physical facilities for them they were transferred and the shop has discontinued hiring them.

Shop 506 - Segregation

Segregation of salvagable metals is done in this shop. They use a magnet to attract steel, and on other metals they scratch the paint and identify the metal by appearance. Supervisors report that it takes quite some time to train women so they can accurately identify all materials.

Shop 509 - Plating

There is one woman employed in the plate shop. She cleans parts prior to plating and does anodizing. She also does nickle, copper, and cadmium plating. She had a rating of helper general, maximum. She was trained on the job for this work, first being placed on cleaning, buffing, and polishing small parts. Now she does primarily plating.

Previously there had been two other women in this shop but they did not work out well because they were afraid of the acids and solutions.

SUMMARY OF TURN-OVER

Laborers are believed to leave for more questionable reasons than the mechanic learners in this division. Petty jealousies are a source of trouble among the women. Some women complain about wage rates when they cannot understand the basis for wage reviews, why certain deductions are made, and so forth. Some complained of being shifted onto different types of work than originally assigned, many having the idea that they can always remain on the work to which originally assigned. Now when women first come to the division they are told that they may be shifted around on different types of work.

Five of the thirty leaving this division did so because of inadequate housing which was the most leaving for this reason in any one division. Three of the five were returning home to Kansas, Missouri, and Oklahoma. One lived some distance from San Diego and wanted to live closer in but could find no suitable accommodations in San Diego. She finally decided to quit because her

husband did not want her to work anyway. The fifth person leaving for housing decided to live with a sick aunt where she could work and care for her aunt in exchange for board and room.

Shop 501 - Disassembly

There were nine terminations among the 34 women employed in this shop during the period studied. There were two instances of where a more careful screening of applicants could possibly have prevented turn-over in that the condition leading to resignation must have been known at the inception of employment. One of these left for household duties and transportation difficulties after one month. One, working on engine disassembly, left due to the nature of the job after two months, deciding she would sooner do office work although she had no training for office work.

Shop 502 - Cleaning and Metalizing

Twelve women, ten of whom worked only two months or under, terminated out of this shop. Five complained that the work was too heavy, that fumes bothered them, or that their health wouldn't stand up under it. Some women are susceptible to cleaning fluid and solvent fumes so it should not be made difficult for them to transfer to another shop.

Shop 504 - Parts sorting

This shop never has had many women who want to either transfer or leave. During the two month period studied only 4 women out of a total of 30 terminated. Two had been hired for just the summer and were returning to school. One went to join her husband who was returning from the war zone. The fourth woman, after seven months employment, left for a combination of reasons including child care, household duties, and personal illness. The mother who had been caring for her three children became ill, so she had to stay home and care for the children and her mother. She had also been out on two months leave previous to this because of throat trouble and pneumonia. Her supervisor contended that she was just "worn" out and sick from trying to run a household and hold down a full-time job.

None of these terminations could be charged to shop conditions.

Shop 50$\overset{5}{6}$ Salvage

This shop is in a two-sided building at the water's edge and open to the wind of the bay. The lighting is very poor. This shop has in a request to have this building completed and adequate lighting installed. As soon as facilities for women are available, this shop will move over to the main salvage yard where Shop 505 is now located. Of the women who terminated from this shop, two had constant colds and their attendance was irregular.

STRUCTURES DIVISION

Besides repairs to wings, propell~~o~~ers, fuselages, this division handles fuel tanks, cables and wire, windshields and cabin enclosures, parachutes, and all fabric work.

Women have been employed in parachute and fabric work since before the war. They have since been assigned all through the division. Supervisors of this division are alert in watching for c~~o~~umulative fatigue, excessive weight lifting or pulling, and have, in several instances, stopped assigning women to jobs which are proving unsuitable. Women no longer patch, deflate and roll up life rafts, because the work was found to be too exhausting and heavy. Some of the operations involved in washing propell~~o~~ers have proved too hard and women are no longer doing these particular jobs. There is an infinite variety of good jobs for women in the division however, and there seems to be constant reengineering to make more of the work practicable for women.

Shop Summaries
Women's Occupations.

Shops 605 Fuselage

Complete repairs to fuselages of all types are made in this shop. Old rivets are drilled out and replacement parts are made as needed for skin, bulkhead and frame. The old skin is flattened out and used as a pattern for cutting the new piece and holes matched up as far as possible. The new skin is then bolted in place and riveted. Holes are cut and brackets installed for new parts. To rivet 3/16 or 1/4 inch rivets and bolt them takes quite a degree of strength. Rusty screws, bolts and copper keys are replaced. Touch-up with chrome yellow is done as needed.

Only five or six women have stayed for any length of time in this shop. They seem to like the work and the shop and the supervisors but the physical demands are more than they can meet over a period of time.

Shop: 606 Surfaces

Work on large wings and tail surfaces is substantially the same as that done on fuselages. It involves climbing and working in awkward positions, riveting and bucking up, sawing and filing. Large wings require more physical effort than those of smaller surface. Frames are straightened in jigs, spare parts made, struts put in place, etc. In shop 606-3, wing surfaces are repaired and smaller surfaces handled and the work is consequently less strenuous. Most of the work is done from blueprints and is of endless variety.

Shop: 607 Fabric

Women in this shop are doing power-machine sewing of gun covers, cushions, upholstery, repairing of flying suits and hand sewing of fabric on wing surfaces, etc. Women have been employed at this work for a long period of time, as it is traditionally women's work and very suitable. Women are trained to do all the operations and repair jobs in the shop, so they are being changed about on jobs and the work is never monotonous.

Until recently, women were patching, deflating and rolling up life rafts. This work was excessively heavy and unpleasant and is now done entirely by men.

Women are "doping" fabric in the same room with those engaged in sewing operations. This is not a desirable situation, though the women report that they quickly become accustomed to the odor of the dope and do not object to it. Women who are doping use protective hand cream and there has been no skin trouble among women so employed.

Shop: 611 Cable and Wire

This shop employs seven women who splice, solder and work on cable of the lighter weights. They do all the operations which men do on the heavier weight cable. Physical strength is required to pull the wires through to make a tight splice.

Shops 613 Propell~~o~~ers

In this shop propell~~o~~ers are washed with solvent and lacquer thinner, completely overhauled, repaired and adjusted. Fourteen propell~~o~~ers a day must be handled to keep up with the work load. Women were tried on the washing operation but the work was too heavy for them, as the hubs weigh around 35 pounds. Men are now doing all the washing. Women work on the overhauling of governors and are proving very satisfactory. They assist electricians, they assist also in all adjustments for pitch, clean up and inspect small parts, pack blade springs, and do many other jobs in which excessive weight lifting is not involved.

Shops 614 Paint

Women do brush painting on repair jobs and also brush cleaning preparatory to painting. No women are doing spray painting, though there are exceptionally well-ventilated spray booths. Supervisors declare that the reason women are not employed in the spray booths is that they object to the odor of the paint. It is felt, however, by women in the shop that men are given the preference for this type of work and that the odor of paint in the spray booths is actually less than out in the shop.

Shops 671 Windshields

All types of plexi~~-~~glass cabin enclosures are made in this shop. Men do the moulding of the heated sheets and supervise the cooling. Women as well as men grind off the imperfections and buff smooth. Men and women both cover the edge of the glass, make framed units, insert screws after drilling, assemble gun mounts in a complete unit. They clean, polish and inspect glass. This work is exceptionally adapted to women and they are good at it.

Shops 683 Parachutes

In this shop new parachutes are made, used ones washed and repaired. There is no sectional work here. Each worker must be able to do all the jobs in the shop and change about as needed. The only exception is that one woman operates the power cutter during her entire shift. The chutes are handled by overhead pulley.

Each woman must operate single, double and four-needle machines as well as the zigzag machine. Rip cords are dipped in trichlorethylene and in parelketone preservative and dried. They are then sewed on with heavy-duty sewing machines.

Canvas workers sew the pack for the chutes and make the attachments for the life rafts.

All inspectors must first have made parachutes. They inspect only four hours a day and sew the rest of the time as a relief. This shop had 51 women rated mechanics at the time of this survey.

Turn-over.
~~Structures Division Summary~~

Shop: 606

Eighteen women left from this shop. One had been employed 8 months, two for six months, four for five months, and two for four months. Since these nine represented 48 months of employment, they were a distinct loss to the station. It is reported that one of the women who had been employed five months and was discharged for irregular attendance, had asked for a transfer because the standing nature of her job was affecting her feet and she was refused. Prior to her assignment in this shop she had been an assistant instructor in the school for three months and had not missed a day. Another, discharged for unauthorized leave, was reported dissatisfied with her job. A third person, after six months' employment was discharged because of inability to satisfactorily perform the duties assigned her. She was still in the Mechanic Learner Intermediate classification.

Shop: 605

Twelve women terminated from this shop. Three of these just left town without satisfactory evidence of validity of reason. Another woman after seven months' employment was discharged for unauthorized leave. Subsequent investigation discloses that she is working in San Diego. She was still in the Mechanic Learner Intermediate classification. Many others left for reasons of very doubtful validity.

The only case of a woman leaving because she didn't like her supervisor came from this division. She had been employed seventeen months. Another after seven months' employment actually left to take a better job though she gave another reason for terminating.

Thirty of the 41 women who terminated came from shops 605 and 606. The work in these shops, while of great variety and interest, is quite strenuous physically. Cumulative fatigue may be accounting for many of those terminations, though other reasons are given as the primary motive. In spite of the willingness of management to transfer women to different shops within the division, it would seem that some of those leaving might have been placed advantageously in another department and not lost to the N. A. S.

The rest-room facilities in shop 607 are both inadequate and inconveniently located.

Two women who terminated from shop 607 were repairing and working on life rafts. This work is no longer assigned to women.

Assembly Division

In this division all parts of planes are sub-assembled, all instruments and fixed equipment, and all parts of the planes are assembled and installed. The plane is assembled, checked, inspected and sent to the Test Line.

The Division is divided into four main areas. A leadingman supervisor of each area controls the progress of the work in the entire area. Each shop working in the area has a crew leader.

SHOPS

712	Sub-assembly of electrical equipment.
717	Installation of hydraulics and flight controls.
718	" of fuel, fire and oil systems.
719	" " fixed equipment.
721	Engine sub-assembly and installation.
722	Rigging. Wing and tail assemblies.
723	Test line.
725	Installation of cowling, fairing and fillets.
770	Store room.
771	Cowling sub-assembly.
772	Wing sub-assembly.
773	Small parts sub-assembly.
780	Instrument installation.

Women's Occupations.

~~SHOP [illegible]~~

Shop 770 Store room

Women placed in the store room have been in the vestibule shop for three weeks. After parts and sub-assemblies are complete and checked they are sent to the store room in the Assembly Department. The girls in the store room must know every piece of equipment in the store room and be able to dispense it promptly and accurately. Each girl gives special study to the equipment on a certain type of ship and so each is practically a "specialist" on that particular ship's equipment.

In the tubing store section are hung all the tubes and electric conduits for all ships. Each type of tubing is marked by color bands and all the tubing and wiring for each type of ship is hung in a subsection.

Shop 771 Cowling sub-assembly.

Shop 772 Wing sub-assembly.

Shop 773 Small parts sub-assembly.

Women do much of the work in these shops. They start with small sub-assemblies and progress until they are able to do most of the sub-assembly work without constant supervision. They assemble cowl flaps and speed rings. They assemble accessories to gunner's seats, floor boards, head rests, hoses (which are made up from Egrys.), radar tables, rib assemblies for wings, gunner's foot rests etc. They assemble torque tubes with control sticks and control cables.

Many women are able to work from blueprints and carry on independent operations. All sub-assemblies are inspected before they are sent to the store room.

Shop 712 Sub-assembly of electrical equipment.

Women do about 90% of the bench work in this shop. This shop installs panel boards, fuel transmitters, lighting equipment, electric motors, warning systems, etc. Women help with these installations but a large proportion of their time is spent on bonding. (Bonding is a low resistance electrical connection put between two moving parts to eliminate high frequency electricity caused by friction.) Women use hand tools only in this shop.

Shop 717. Installation of hydraulic and flight controls.

Women are helping install hydraulic lines and pumps, landing gear, flight controls, torque push rods, bell cranks, remote controls. They use hand tools and electric drills. They use testing equipment which consists mainly of pressure machines to run fluid through hydraulic systems at the same pressure which the plane itself will use when in operation. They install brakes and adjust for clearance.

Shop 718. Installation of fuel, fire and oil systems.

Women assist in installing tanks and tubing, fuel pumps and all other parts of the fuel and oil systems. They use hand tools only.

Shop 719 Installation of fixed equipment.

Fixed equipment includes: enclosures, windshields, baggage compartments, map cases, seats, bomb bay doors, arresting gear, armor plate, head rests, etc. One woman in this shop is an air Mechanic General and acts as a crew leader.

Shop 721 Engine sub-assembly and installation.

This shop is in two sections, one of which puts the accessories on the engine and completes it entirely, the other installs the engines on the ship.

In the sub-assembly section women install on the engine such equipment as: tachometers, generators, carburetors, starters, distributors, ignition harness, engine mounts, cowling formers, speed rings, cowlings, etc. The engine is now in what is called the "quick change" stage. It may then be installed in a plane by mounting and connecting up the fuel, oil and ignition

systems. Or, if it is not to be installed in a plane on the floor and as it is already covered with preservative, it is either sent to the Supply Department where it is boxed for shipment or to the Emergency Repair Division.

Shop 722 Rigging

This shop installs wing and tail assemblies and since the work is too heavy, no women are employed.

Shop 723 Test Line.

There are no civiliens in this test line shop. This final test which includes test flights is handled entirely by Navy personnel.

Shop 725 Installation of cowling, fairing and fillets.

Fairing is the streamlining and connecting material covering body connections. Fillet is a small fairing. Women put on fairing and are very adept at the work. The fairing is cut and assembled and bolted in place. Women use power screw drivers and electric hand drills in this operation.

Shop 780 Instrument Installation

This shop installs and tests all instruments on the plane. These include: artificial horizons, pilot's direction indicators, compasses, turn and bank indicators, altimeters, air speed indicators, etc.

All instrument installations are inspected. Women are proving very capable in this shop. The work is definitely very suitable for them. The woman who is in charge of the instrument stores, has been in the instrument shop for 20 months. She identifies, receives, checks and issues all instruments They are kept under lock and key at all times while being stores.

Shop 182 Ordnance

This shop is not part of the assembly division, but since the work of installing ordnance is done here on the floor, this shop is included in this division summary.

The fixed mounts for the guns are put in the fuselage by the

Structures division. Shop 182 installs the guns and bomb racks.

Shop 112. Electrical accessories.

This shop, part of the Accessories division, installs the wiring for radio and electrical equipment. Women are excellent in this work. They should be small and very active to be satisfactory, as much of their work is done in very confined places.

Turn-over

There have been many complaints from women that the store room in this division is cold and damp. Very recently a balcony was built and much of the sub-assembly of small parts is now done there. In the store room proper there are electric heaters by many of the desks and mats on the floor, but the tubing balcony makes a low ceiling and there is no heat except right at the desks. The lighting is hardly adequate. A high incidence of colds is reported among these store room girls. All seven of the terminations from this division during September and October were women who worked in this part of the building.

The women's counselor reports a great deal of menstrual disorders among women working on installations on ships. The climbing and reaching and twisting is said to be the cause of this trouble. Women do not lift parts of any appreciable weight into or up onto the planes. They do no heavy lifting of any sort. There were no terminations from among this group during the survey period.

However, they do complain of the cold and it is felt that some adequate means of heating the building on cold days should be provided. The windows of the building are blacked out and the big doors are opened for both heat and light.

METAL DIVISION (T-429, F-165)

The Metal Division is where small metal parts and sub-assemblies, exhaust manifolds, and all metal repairs are made. It has its own pattern shop, foundry, drop hammer shop, metal working machines of all kinds, and welding equipment.

Women's Occupations.

Shop 811 - Steel Parts Manufacturing and Repair

Women in this shop are doing acetylene welding. Most of them are doing tack welding but there are two who have passed the Navy welding test for all types of acetylene welding. Most of the women coming into this shop have had previous welding experience. There are welding classes where workers may take welding on their own time, and many metalsmiths are doing this.

Shop 812 - Layout and Patterns

In this shop women are working in the template storage room as junior storekeepers. They check the template in and out and keep storage records.

Six women are employed as template makers in the layout shop. They perform all the operations involved in template making, starting from the very beginning of laying out the templates from blueprints. Two of the women have been employed on this work for over a year. Only those with exceptional educational backgrounds and with a good deal of mathematics have been selected for this work. These women have taken training for this work partly on their own time and partly on government time. They are classified as metalsmith helpers.

One woman is employed as a plaster pattern maker making molds from templates and performing all the operations. She has been on this work for two years and is rated as a metalsmith helper maximum. She took a course in plaster pattern making at the Ford Building in Balboa Park before starting on the job.

Shop 813 - Heat Treat

In this shop there is not only heat treating, but blacksmithing, and welding of manifolds. One woman is certified as a stainless steel welder, and is welding stainless steel manifolds. Some women are employed heat treating rivets in electric ovens and placing rivets in refrigerators. One woman who has since left used to tend the heat treat baths, placing parts in the baths and taking them out. This is a very hot job, but the woman who was on it liked the work.

Shop 814 - Machine Operations

Women in this department are employed on the following types of machines and metal working operations:

Drill press, single spindle
Punch press
Wiedmann turret punches
Band saw
Routing machine
Squaring shear (small size)
Spot welding - women operate the machines but do not set them
Aluminum welding
Burring and filing of parts
Stamping indentification numbers on parts
Silver soldering
Hand forming of metal around form blocks and dies. This is done to pieces coming from the presses and heat treat department.

Shop 815 - Small Parts Manufacturing and Repair

In this shop there is small parts manufacturing and repair involving primarily bench work. Women are employed on bench assembly, hand forming and straightening of metal parts, drilling, and gun and squeeser riveting.

Shop 816 - Tube forming

Women in this shop are shifted around on the following types of work:

Tube bending machine operator
Flaring machine operator
Rotary saw operator (cutting tubing to length)
Squaring ends of tubing by filing
Putting fittings on tubing
Putting protective caps on ends of tubing
Putting colored identification bands on tubing
Template store room helpers

Shop 818 - Engine Cowling Repair

Women in this shop are first started on repair of flaps on cowling. This involves drilling, burring, straightening, riveting, hand forming of parts, etc. Fourteen of the fifteen women employed in this shop are rated as helpers and they work under the direction of an experienced male mechanic. Metalsmith helper maximum is the highest rate of any woman employed here.

Turn-over.

A total of 31 women left this division in September and October 1943. Five women left for personal illness, and two were employed one and two months. The latter two had doctor's statements substantiating their illness which would seem to indicate that their illness should have been detected in the initial physical examination for employment so they would not have been employed in the first place. None of the work that any five of these women were on could have had any bearing on their leaving. Two of the five were certified for "moderate" duties at the time of their physical examination.

Eight women left for child care and a ninth woman left for child care and household duties, which means that about over one-third left for reasons of child care. This would indicate need for much more counselling on child care before a woman is ever employed, and a need for counselling on individual child-care matters through some system of women coordinators after employment. In some cases the women found home responsibilities and working at the NAS too difficult and left for that reason. Some could not find anyone to care for the children after the person who had been caring for the children left. Others quit work when their children had to return to school in the fall.

PLANT DIVISION

This division is in charge of all maintenance work for the Assembly and Repair Department.

Women's Occupations.

Shop 959: Transportation and Garage

Before they can be eligible for a job in this shop, women must hold a driver's license from some State. Before they are allowed to drive any A and R equipment, they must pass the driver's test which is given by the Station. This test has 30 questions and if a woman misses over five, she must take the examination again at a later date. Women are hired for this shop directly at the Labor Board or at "own request" transfer after they are on the Station.

Women drive both U. S. Navy equipment and industrial equipment. They must wear slacks, solid-toed shoes and have their hair covered. Each woman is supplied with a complete set of oilskins, including coat, pants, boots and Sou'westers. Shifts are staggered in this order:

7 a. m. to 3:30 p. m.
7:30 a. m. to 4:00 p. m.
8 a. m. to 4:30 p. m.

Girls are given their choice of shifts and there are no night shifts. The supervisor of this shop feels that the early twenties is the best age group for this work.

On assignment to the shop, women spend one week learning the location of all shops and buildings in the yard. They ride with an experienced driver during this time. They learn to check the oil, gas and water of all equipment they will be expected to drive. They are instructed in the use of CO_2 fire extinguishers which are on all equipment. A good sized fire is actually started and they are expected to put it out efficiently as a test of their ability. Besides pick-up and heavier trucks, women are driving trucks and trailers. They are able to hitch on the trailer in an emergency, though this is normally done by men. They operate 5-ton Hysters, but before so doing must pass the regular Navy crane operator physical examination. They run Clark tractors which tow planes all over the yard and frequently operate them on the highways. They hook the planes onto the tow bars at the back of the tractor.

Shop: 987 Plastic Manufacture

There are three women in this shop. They are making badges and identification cards. In this operation they use a laminating press and a punch press. They handle the heat and pressure controls on the laminating presses. They make plastic numerals and letters on small plastic moulding machines, pouring the powdered plastic and handling the heat and pressure for the entire process. They smooth the edges of these letters and numerals with small jeweler's file. They also repair badges, identification cards and pins.

Shop: 990 Mechanical Maintenance

This shop is responsible for the rigging and installation of machinery in the A and R department. They service all machinery, disassemble, repair and reassemble all mechanical equipment. Sometimes the work is done right in whatever shop the machinery is loca ted, other times the machine is picked up and brought into shop 990. So far the shop has only three women and they are not sent outside the shop.

Women repair gauges, welding equipment, make up air-hose connections, repair pneumatic tools of all types, repair and service sewing machines and numerous other pieces of mechanical equipment.

Shop 991 Electrical Maintenance

This shop is responsible for the servicing and repair of all electrical maintenance equipment. There are six women employed in the shop. They assemble switches and portable electric equipment, make up electric extensions, resistance boxes, floodlights, etc., They use soldering irons, electric-hand drills, band saws, grinding wheels. The operations listed above are only representative of the many operations performed by women in this shop.

Shop: 994 Joiner Shop

This shop does miscellaneous wood-working jobs for the A and R department. There are thirteen women employed in this shop on the day shift only.

They assist in making boxes, desks and similar equipment, assemble benches, pad wing dollies with felt and canvas padding which is nailed on. They assist on band saws, shapers, wood borers, they glue and sandpaper woodwork. Several women operate mortising and tenoning machines.

Shop: 995 Sweepers and Janitors

Since this shop cleans offices and shops for the entire A and R department, it has been found most practical to stagger the shifts of the workers. The shifts are:

7 a. m. to 3:30 p. m.
7:30 a. m. to 4 p. m.
3:44 p. m. to 12:00 p. m.
12 p. m. to 8 a. m.

Women sweepers and janitors clean and sweep in all the shops. They sweep up all material including bolts, nuts, screws, and metal scrap. Metal scrap they put unsorted into cans outside each building which are provided by the salvage division. They wash woodwork, windows, dust and sweep. However, neither they nor the matrons do any cleaning which necessitates their climbing on ladders. They use 14-inch, 24-inch, and 26-inch brooms.

Matrons are assigned a permanent station. They are responsible for the cleanliness of their stations. There is a matron supervisor who is a registered nurse, whose duty is to check on the sanitary conditions of rest-rooms.

This shop operates as a sort of labor pool from which all divisions can draw. When workers are sent to be under the jurisdiction of another division, their transfer papers are sent in the first Wednesday following and the succeeding Monday they are transferred from the rolls of shop 995 to the new division's rolls.

Shop: 996 Jig and Fixture Shop

This shop designs and makes all sorts of operating and testing equipment for the station, for outlying stations both here and in the Pacific. They design, repair and overhaul jigs and fixtures. They design ventilation equipment, paint and spray booths, water washers, parts washers, design horses, dollies, jacks, testing equipment for every possible purpose; make oxygen tank trailers, engine hoists, and instruments for doctors and dentists are both designed and made. The most complicated hydraulic and electrical testing equipment is designed and made in this shop and because of this skilled and experimental work, it has not been easy to adapt women to the work. However, they are doing many light sheet-metal operations. They shear metal, operate band saws, spot welding machines, do-all saws, brakes, single spindle drills and rolling machines. They use all light metal tools.

Turn-over

Since nineteen of the twenty-three women who terminated during September and October were in Shop 995 (Sweepers and Janitors), some discussion of the problems peculiar to this shop may be valuable.

Seven out of these nineteen women worked less than four days and were discharged for being AWOL. Four more worked between fifteen days and one month. This represents an alarming cost to the station.

The nature of the work available in this shop should be explained thoroughly to every woman applicant before she is placed. It is less expensive and more efficient for the station not to put a woman ~~doing~~ on work she is unwilling to do. This work has little appeal and it is not easy to keep or hire an adequate force. A more thorough screening before hiring may temporarily slow up the filling of a necessary quota, but over a period of time the force can be built up of stable, satisfied employees.

There are some factors bearing on the high turn-over in this type of work over which little control can be exercised. The work requires little training and educational background, and so the more desirable employees are not allocated to this work. The job itself is uninteresting and has little or no possibilties of advancement, but it is not too arduous, there is almost no responsibility connected with it.

About the only recourse open is to make sure that the prospective employee understands fully the nature of the work expected of her, and an effort should be made to give her an understanding of the dignity and importance to the war effort of this job.

Many women are inclined to feel that sweeping is not a "war job." It helps frequently to explain that the work of technicians in offices and on machines could not continue unless this housekeeping work is done. Another practice found helpful is to make such workers feel that there is something "special," something that needs particular care or attention, some technical factor connected with her work which she must grasp. Since the women in this work do a certain amount of salvaging of metal, this can be played up. The metal in HER shop is most strategic, valuable and hard to procure, therefore it isn't just anyone whom the station would trust to do this job. This gives a woman pride in her job and something to boast about to her friends, and makes her feel that there is a definite responsibility connected with her job.

Sometimes it pays definitely to take time to explain to a sweeper the jobs and operations that the other people in the shop are doing. This makes her work more interesting and she realizes that her work is as necessary as any other work in the station, which is actually true.

MACHINE DIVISION

In this division parts and equipment are made and machinery is repaired. Tools and equipment and parts are made not only for North Island, but Naval installations in outlying bases in the South Seas and Great Britain, as well as stations on the West Coast.

Shifts: 7:00 a. m. to 4:00 p. m.
4:00 p. m. to 1:00 a. m.
Lunch period staggered from 11:00 a. m. to 12:30 p. m.

Women, as well as men, are sent to Balboa High School in San Diego for machine shop training. The usual procedure is to select women of special aptitude from among those taking their three weeks training at the Vestibule School. Those chosen for the machine shop course are trained from 12 to 20 weeks. They are on the Station pay roll and are given the same pay increases they would receive if they were working right in shops on the island. Occasionally women who have been in the division are sent over to the school for further special training. Women who prove unadaptable at Balboa High School are sent back to the Vestibule School for assignment to other work.

The students do regular production work while in the school. This has the disadvantage that students frequently work too long periods on a certain type of production work, as the school is responsible for satisfactory completion of work for the division. This policy has a tendency to throw the emphasis of the school on production rather than on training.

The equipment at the school is owned by the Navy and the instructors were selected by the Navy from within the machine shop personnel. There instructors are now paid by the state.

~~SHOP [illegible]~~
Women's Occupations.

1002 Tool Manufacture

There are only four women in this shop. They operate Pantograph Engraving machines and surface grinders. Since the work of this shop is highly

technical, very few women have been found with the experience or technical background necessary.

1003M Parts Manufacture

Women operate milling machines making parts for machines and all types of equipment such as belting machines, etc. Some of these women are able to make up parts from blueprints and set up their own machines completely. Others vary in their ability to read blueprints and ability to set up their machines. This shop prefers women about the age of thirty.

Women make all the parts for the automatic belting machines which are assembled in shop 1007.

1003L Parts Manufacture

Women operate both bench and engine lathes in this shop. They are able to set up their machines for most operations. Their work is closely supervised by a shop instructor and help is available on all work which may be beyond their skills.

1004 Landing Gear Overhaul

This shop disassembles, overhauls and repairs landing gear and miscellaneous equipment such as starter cranks, bomb door levers, carburetors, air scoops, gear boxes, brake cylinders, hydraulic cylinders, etc.

Women are started on simpler operations and progress until they can complete the repair and assembly of many pieces of equipment. Women are on day shift only in this shop.

One woman who has been in this shop for quite a long time is able to disassemble, repair, change parts, test all parts, mock pistons and reassemble and check all the brakes for every type of aircraft.

It take approximately six months experience before women can completely overhaul hydraulic brake cylinders. Checking alignments and servicing bearing takes a very short time. Women do not work on the assembly of heavy wheels or inflation of tires, etc.

1006 Screw Machines

Women make bolts, nuts, screws, bushings, oxygen and hydraulic fittings. They operate single spindle drills, slotting machines, turret lathes, small milling machines, threading machines, tapping machines. Supervisors estimate three months experience necessary to be good on drills, tapping and slotting machines and about six months for operation of turret lathes.

Turret lathes operated by women are mainly 1 in., 1½ in., and 2 in., but occasionally they do operate a 5 in. machine.

1007 Assembly Bench

In this shop are assembled parts made and repaired by the machine division. Women assemble bomb sights, tools, jigs, fixtures, gear boxes and sub-assemblies of aircraft parts and assemble and operate the ammunition belting machines which are made right in the division.

1008 Grinding and Drilling

Women are doing some very technical and interesting work in this shop. One woman runs a centerless grinder. She grinds bolts, rods, bushings (outside diameter). She can set up the machine for most operations and as most of the work is of a custom nature, this represents more skill than would be necessary for straight production. She has been running this machine about six months. Women are also operating surface grinders which are considerably easier to set up. Their supervisor estimates that a very few days training is sufficient for these machines. However, the training time necessary to operate an internal grinding machine is longer, usually a few weeks. Cylindrical grinders are also operated by women.

Women are operating many drills. They are able to set up and do most simple operations from blueprints. They are provided with jigs for more complicated parts.

One woman who has been making springs for about four months is considered quite exceptional by her supervisor. She has made as many as 200 springs of .0024 wire, by hand, in one hour. She also coils wire with a mandrel and electric drill, shapes ends of springs with a Prest-O-Lite torch. She is also able to make complicated springs from blueprints.

Turn-over

Since the work in a machine division is of a highly technical nature, requiring a considerable training period during which production is low, extreme care should be exercised in selecting women for placement in this division.

One fifth of the women who terminated from this division during the control months of September and October, left because of inadequate child care arrangements. All were on the night shift. The hiring board should set the most rigid standards of what constitutes adequate child care arrangements for women sent to this division. And until such facilities are available on a twenty-four hour basis, women with children should not be hired for night shift work. Individual arrangements should not be considered adequate as they are very insecure.

Only three women of the entire thirty-two who terminated had an employment span of six months or longer. Thirteen were employed only three months or less. This again indicates the impera tive necessity of demanding the highest qualifications in physical standards and aptitudes, and exclusion of women with any observable factor which might conceivably affect the duration of their employment. Four women who were discharged because of unadaptability should never have been placed in this division.

Individual case analyses of ill health terminations point definitely to a need for a more thorough medical examination of legs and feet. Since most of the work of this division is done standing at machines, varicose veins, history of feet trouble or back injury should be disqualifying.

Women of excitable or nervous temperaments should be excluded from the machine division as they are too prone to injure themselves or others and are unable to maintain a fair standard of production.

RADIO AND RADAR DIVISION

Shifts:

Shop 1116 (Radio)

7 a. m. to 3:30 p. m.
3:30 p. m. to 12 p. m.

Shop 1117 (Installation of Radio and Radar)

7:30 a. m. to 4 p. m.
4:15 p. m. to 1 a. m.

Women's Occupations.

Shop 1116-Radio. ¶ Most of the women in this division are in the radio shop. Before women come in to this shop, they are taught to make cables, antennae and simple installations of radio equipment while in the Vestibule School. This work they continue when they first come into the shop. They make switch and control boxes and tuning units. They disassemble, rewire, reassemble and test switch boxes. This is cold testing with a meter.

Women continue in special training classes at their own option. These in-service training classes are of two hours duration and are held twice a week. Half the time is paid for by the Station and half is at the woman's own expense. At the present time in the radio shop there are five women enrolled. They receive installation training, and on completion of the training are able to install both radio and radar equipment on planes. They are then transferred to shop 1117.

Women overhaul receivers and transmitters. After they are tested they are checked by a man inspector. They make cables and install plugs, solder connections and test the entire cable. They learn to read Ohmeters and Megger machines (which are voltage breakdown testers.) They take apart, rebuild, service and test microphones. They also test both transmitting and receiving tubes. The testing machines for tubes are quite complicated, though the machine for testing transmitter tubes is the more difficult of the two.

The male shop planner has a woman assistant who very capably carried

on his work while he was on vacation. There are also three women on "lining up" and "trouble shooting" which is highly technical work, requiring a thorough knowledge of radio theory.

Shop 1117 -Installation in planes.

After women have completed their in-service training in installation, they are able to install radio and radar equipment in planes. There are no women in the actual Radar shop. At one time there was a thoroughly trained woman technician in the radar shop, but she left because of personal reasons and since that time there has been no woman sufficiently trained to go in this shop.

Women are in the status of co-workers with men on installation work. The complicated wiring runs from one cockpit to another, or from one part of the plane to another, and a woman must be able to carry out her part of the work accurately and efficiently. This work involves much climbing in and out of the planes and sometimes sitting for long period of time in cramped quarters. However, women like this work. It is considered quite an honor to get these positions and it takes long intense training in the radio shop.

It is not easy work. There is quite a degree of nervous tension connected with this installation work. This equipment is vital to the successful operation of the plane, the women are alone and on their own to do their work accurately. There is physical effort involved in climbing in and out of cramped quarters and lifting equipment up into the planes.

Turn-over

Four valuable women, excellent workers on installations on planes, left in the control months of September and October. One joined the WAC, one left because her husband was transferred and one very brilliant girl returned to school. Only one was a bonafide case of ill health and she was 54 years old. This is ~~a~~ strenuous work and she had been employed by the division for 17 months.

There should be platforms provided for women to use in stepping up onto the wings of planes. There are excellent ladders and platforms for high work, but very few short portable steps are available for climbing onto wings, which is the most frequent physical effort involved. Women carry radio and radar equipment and have to make this big stretching step up onto the wing. If they are tall, they are able to grasp a hand-hold on the side of the fuselage; if not, they must push themselves up somehow with this valuable and delicate equipment. Getting down, they must jump, which is a definite jar. Portable steps of adequate height should be provided all over the Station wherever women are working in or on planes.

In the radio shop every facility is provided to make the work convenient, comfortable and practical for women. The supervisor of this shop feels that women are definitely adept and satisfactory in the work of his shop and takes an actual pride in their ability. Only one woman was discharged from this shop, and she was lazy and of unpleasant personality rather than unadaptable from a work standpoint. The balance of terminations were for reasons of transportation, child care and illness in family, all definitely not chargeable to the shop.

PLANNING DIVISION

The Vestibule Shop #510 which is used for training new mechanic learners is really under the Planning Division but it has been dealt with separately under another chapter. (See p. 129.)

The Planning Division plans and schedules work for the entire Assembly and Repair Department. This includes planning and estimating personnel and engineering work and procurement and dispersal of all materials. Male planners and estimators break down the jobs and women assistants issue the job orders. These women are on the CAF pay roll.

In the procurement and dispersal of materials, a large number of women are employed in what may be termed semi-clerical positions. In the lost parts tracing (Shop 332), four women are on the Group 2 pay roll and eight are CAF appointments. This shop allocated a girl whose sole responsibility it is to trace lost, misla~~yed~~id or missing parts and material, to each Assembly and Repair Division. The materials section (Shop 333) has three Group II women and eight CAFs. Parts Procurement (Shop 334) has three Group II and 12 CAF.

Storekeepers who are placed in all divisions are Group IVb employees, with the exception of seven in the modification of parts storeroom. The Planning Division is responsible for staffing all toolrooms and storerooms in the Assembly and Repair Department. Women are taught toolroom work and storekeeping right on the job.

Turn-over

Of the thirteen women who terminated out of the Planning Division - aside from the Vestibule Shop - during September and October, there were only two Group II workers, but there were 9 storekeepers and two messengers on the CAF IVb pay roll. (See storekeepers and messengers report.)

Analysis of termination data on storekeepers indicates definitely these terminations were primarily caused by low wage, in locations where other women are more highly paid. This same situation has arisen in other activities of a similar nature and is not peculiar to North Island alone.

Where a CAF works in an office where all women are on comparable pay schedules, this situation does not become acute. But when women on a CAF rating are placed in close juxtaposition with women on the higher Group II pay roll, they very promptly become dissatisfied with their jobs.

Every division realizes that a storekeeper's efficiency has a definite bearing on the expedition of the work of the division. Tools and materials must be dispersed promptly and accurately. In many ways a storekeeper's job is difficult and technical.

This high turn-over could be reduced by putting storekeepers on an equal wage basis with Group II jobs demanding comparable skill and ability. The nature of the job probably prohibits a journeyman's rate, but it should be possible to justify a helper maximum ceiling on this work. Since many storekeepers do minor repairs on tools and electric cords etc., this Group II classification would not be a misassignment.

There seems to be quite a high incidence of colds among storekeepers, indicating the necessity of providing heated rest rooms in each building where women can go to get warm during their rest periods.

Planning Division -

Vestibule Shop: 310

All workers coming to Assembly and Repair as mechanic learner-minimums must go through a two to six weeks' training course at the Vestibule Shop. One of the main purposes of this is to condition new inexperienced workers for shop work and determine if the person has mechanical aptitude before being placed on a job requiring considerable training time. It is also possible in this shop to shift the women around on different types of work until they are placed where they seem most suited. These shifts can be made without the formal transfer procedure.

Trainees in the shop work on actual production parts so they have a feeling of actual production rather than one of being in a school. Work is done on actual damaged wings, fuselages, hydraulic units, instruments, etc. In addition to the shop instruction there is a certain amount of class-room work in connection with all the courses.

The vestibule shop operates only on day shift. It is on a regular 8-hour day, 48-hour week.

There have been as many as 180 in the school at one time, but the classes are overcrowded with this number. 120 is about the average enrollment. The actual enrollment at the end of September and October 1943 is shown below:

	Male	Female	Total
September 30, 1943	32	101	133
October 31, 1943	27	77	104

A typical distribution of enrollment by course is shown below:

Final assembly	5
Overhaul control	15
Radio	10
Engines	12
Metalsmiths	20
Electrical	10
Fuselage	15
Wings	15
Hydraulics, Instrument, Ordnance	15
Machine (1 or 2 weeks)	4
	121

The trainees are assigned to one of the ten types of training shown above. At the present time as many as possible are to be placed in radio and metalsmith because of shortages of workers in the radio division and metal division. Each week two women are to be added to the instrument training section until there are ten enrolled.

Each division has a quota as to the number of workers it can have, and this serves as a control on the number of enlisted men employed. There is now to be a ratio of one enlisted person to one civilian. The quotas for the shops vary with the work load and anticipated expansion. The vestibule shop now has a quota of 50 new mechanic learners a week.

The length of training is generally a minimum of four weeks, but it depends primarily on the individual. All training is more or less on an individual basis. There are no more than ten or fifteen trainees under each instructor. Those assigned to machine-shop training stay in the Vestibule Shop only one or two weeks, and are then sent to the Ford Building in Balboa Park for instruction in actual machine operating. At the Vestibule Shop they are merely taught the use of hand tools, given safety instruction, and so forth.

It has been found that a woman is better than a man in training women in mechanical skills. A woman uses terminology that another woman is more apt to understand, has more patience with the awkardness of some women in handling tools, and understands the things that are the most difficult for a woman to comprehend. There are six women acting as assistants to the regular male instructors in the electrical, radio, metal, wings, and hydraulics classes. These women have themselves just completed the training course. They have been told that they are qualified for assignment to shop work in a division, but the vestibule shop would like to retain them as assistants to the instructors. They are upgraded in the same fashion as if in a division. The six now employed are rated either as helper maximums or intermediate mechanic learners.

The male instructors in the Vestibule Shop are from the divisions for which they are giving training, and they keep in close touch with the workers they have trained and sent out to the shops. They are familiar with all types of work performed in their shop and they make recommendations as to the specific work that a trainee should be placed on at the completion of training in the Vestibule Shop. After a referral to a shop, training continues right on the job junder the jurisdiction of the supervisor of training in the division. The training in the vestibule shop is merely the first step in the sequence of training outlined for the shop or division.

When a woman is referred to a shop she is given a six-cent raise if her progress has been satisfactory.

INDOCTRINATION LECTURE: Sometime within the first two weeks in the vestibule shop every woman is given an indoctrination lecture of one-half hour to one hour. 15 to 20 trainees are given this lecture at one time. This lecture is given by the supervisor of the school and covers the following points:

NA11/(70-29-GHS-mw)

Naval Air Station
Assembly & Repair Department

INDOCTRINATION OF MECHANIC LEARNER (1/2 - 1 hr.)

A - Assembly & Repair Department
  1. Commanding Officer
  2. Division (11 divisions)
  3. Purpose (function of A & R Dept.)

B - Leave
  1. Sick leave
  2. Annual leave

C - Security
  1. Badges
  2. Tools (All tools provided)
    (a) Inspection every 2 months

D - Safety
  1. General rules
  2. Hair nets
  3. Shoes
  4. Clothes (No loose clothes)
  5. Reporting in case of injury

E - Pay
  1. Forty hour for retirement

    2. Income tax
    3. Tardiness

F - Shop Conduct
    1. Interest
    2. Do not sit on benches
    3. Do as instructed
    4. Do not interfere with other employees

G - Importance of work
    1. Part of war zone

H - Movie

In November 1943 the training supervisors from the various divisions started conducting indoctrination lectures for those in training for their division. They explain the work in the various shops of the division, grading and rating of workers in each shop, hours and shift, chain of command in civilian and military personnel, etc. This lecture takes from fifteen minutes to 1½ hours, depending upon the response of the group.

Turn-over

Turn-over would naturally be higher in the Vestibule Shop than any other shop in Assembly and Repair. The turn-over rate was 19.3 percent as compared with a turn-over rate of 10.4 percent for the Assembly and Repair Department as a whole among Group 2 and 3 women. One of the purposes of the Vestibule Shop is to cull out the women who will not prove successful in factory work, or who have no mechanical aptitude for more advanced training in the shops.

36 women terminated during September and October. 14 were employed under 15 days, 16 were employed one month, 5 were employed 2 months, and one was employed four months. The one employed four months was one of the women acting as assistant to an instructor.

Five of the 36 left because of dissatisfaction with wages, which was a higher proportion than in any other division. There were two others who left for a better job where they could make more money. 12 of the 36 terminated were discharged. 8 of the 12 were discharged for unauthorized leave or failure to return to the Station. It was later discovered that 3 of those discharged really left because they were disatisfied with their wages. The fourth in the group of 12 discharged was not feeling well and had no interest in her work, and finally just failed to report back to the Station.

Three of the 36 left for personal illness although none of them had been employed more than a month which indicates the need for more thorough pre-employment physical examinations. Two of the three had doctor's certificates indicating they should no longer continue work at the Station.

Two resigned because they felt they were not suited to mechanical work. Another resigned by request because of inability to get along with other women in the shop. A second woman also resigned by request because her personal record was unsatisfactory in that she would not follow instructions and rules and had a bad attitude in general.

Most of the turn-over in this division is more or less inevitable and little can be done to stop it. However, some of it could be cut down by a more careful screening prior to employment, and a more thorough explanation of the nature of the work. Also the wage rates in terms of actual earnings after all payroll deductions have been made should be explained thoroughly, because not many may take the trouble to interpret an hourly rate in terms of actual weekly earnings. This should do much to cut down the turn-over due to ~~the~~ dissatisfaction with wages. Four left to join their military husbands. It would seem advisable not to place wives of servicemen in training as mechanic learners when it is known that the duration of their employment is apt to be short. These women could be placed on less skilled jobs requiring short training times.

STOREKEEPERS AND MESSENGERS

(Assembly and Repair Department)

Messengers in the A & R Department are charged to the 48 pay roll of the division to which they are assigned. They deliver papers, small parts and run errands. If the errand is close to the division office they walk, if not they operate three-wheeled scooters with side cars. Twelve messengers terminated during the control months of September and October. Five of these went back to school, the other seven left for reasons of child care, personal affairs, returning home, illness in family etc. Only four were 18 years old or younger.

There were eleven terminations among storekeepers in the A & R Department. Nine of these were charged to the Planning Division. (See Planning p.127 Division report.)

Twenty-seven storekeepers terminated from the Supply Department, making a total of 38 for the Station as a whole.

Messengers and storekeepers, on the lower CAF pay scale, are in constant contact with women on the higher group II pay roll. This makes for definite and active dissatisfaction and terminations for less than valid reasons. It is very possible to justify putting storekeepers on the Group II pay roll, but it would be difficult to justify so assigning messengers.

The training time for messengers is short, and many are girls so young they cannot be considered as stable force. Some supervisors report difficulty in keeping messengers busy and stopping them from talking to enlisted personnel. Other supervisors keep the girls busy in the office between runs, doing stapling, and sorting of papers.

Since the period between increment raises for CAF employees is so long, it is little deterrent to tell a young girl that her conduct today may affect her chance of a raise a year or so from now.

The inequalities of promotion policies between Group II and CAF payroll classifications has a definite bearing on the general dissatisfaction found among women in this semi-clerical group.

The Station is sponsoring a plan for reducing the time for increment increases from eighteen months to six months. The general feeling at the Station is that it is the slowness of promotion rather than the low base pay which makes women lose interest in their job, and causes them to resign on the slightest pretext.

Storekeepers.

(b) SUPPLY DEPARTMENT

The Supply Department procures and stores materials and equipment for both the North Island Naval Air Station and the Air Center. Some 150,000 different items are stored in the 25 warehouses. Each item is marked for prompt identification and dispersal.

In Building 27 all spare parts for structural work are kept. These include such items as metal frames for landing gear, tires, parachutes etc. Smaller parts are handled entirely by women. They check parts as received, and store them in the proper bins, racks, etc. They fill orders, placing the assembled material on dollies which they wheel around.

In Building 351 spare parts for PBY's are kept. The huge wings are mounted in padded wing-dollies and women roll them around easily.

In Building 625 women wrap and pack cylinders. The preservative used is irritating to the skin so an hourly bonus is given to those so employed. Many of the cylinders are large, weighing as much as 35 to 50 pounds.

In Building 343 guns, gun mounts, bombracks, etc. are stored. They are piled on platforms and handled by Clark Lift Tractors. It is sometimes necessary to make modifications in some of this material. The boxes are opened, the modifications made and the material repacked for shipment.

In Building 270 women are sealing the pliofilm bags in which engines are packed before crating. All moisture must be removed and then the engines sealed in these moisture-proof bags. Engines are handled with chain hoists, and workers stand on platforms to do the sealing. This operation has been done for only a short time at the Station and women are an efficient part of the crew.

In Building 65 materials are packed for shipping. Women assist in the making of crates and boxes. They do not handle the woodworking machines but they do much of the packing. One woman has been running a caterpillar tractor and many kinds of lifting devices and has been promoted to ~~a~~ craneman. There are two rated women packers and four journeyman woodworkers.

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Women service supply equipment with gasoline. They work on all the shifts. Women are also sorting metal scrap in the outdoor scrap yard.

Classified laborers in the storehouse do the janitor work in addition to the laboring jobs incident to the work. Storekeepers do not do any manual labor other than that involved in handling parts.

A manual has been prepared for storekeepers, outlining their functions and showing the correct use of all forms they will be using. Each new storekeeper attends school for two hours a day until she has covered the material in the manual.

Messengers. ~~[illegible]~~

Messengers in the Supply Department have their headquarters in the accounting office. The head messenger stays in the office, the others have regularly scheduled runs. These are changed each month. Messengers bring mail from the Post Office, sort and distribute it. Between runs they are kept busy in the office, sorting and stapling papers etc. They are sent everywhere with papers for special and rush orders. They use side-car scooters on their runs.

Turn-over

The Bureau of Yards and Docks of the Navy Department has specified that the temperature of storehouses must be between 45 and 55 degrees. If women are to work all day in this temperature, it is essential that they have adequate means of getting warm in an easily accessible room, even though they wear heavy clothing.

There should be a warm room in each building where women can sit or lie down during their rest periods, or where they can lie down in emergencies

for a longer period with the authorization of their supervisors. This should materially reduce the high turn-over rate among women in the supply buildings, as ten of the 67 women who terminated during the control period gave illness as their reason for leaving. But many of the storekeepers who terminated gave reasons of doubtful validity, indication that both wages and working conditions may have been underlying causes.

The conditions in building 27 are particularly poor, both from the viewpoint of facilities for getting warm and illumination. New shelving has interfered with the lighting. This condition should be remedied as storekeeping involves much paper work in filling orders, checking invoices and reading stock designations.

Physical effort varies with the material handled. Women in the Supply Department are definitely not supposed to lift excessive weights, but only very sturdy women should be assigned to storeroom work. They should then be carefully placed where the work conforms to their physical ability.

Storekeepers, on the comparatively low CAF pay rate, work side by side with women on the higher Group II pay roll. Dissatisfaction with pay underlies many of the terminations for which other reasons were given. More storekeepers terminated from the Station as a whole, than any other single group.

(e) PUBLIC WORKS DEPARTMENT

Shift: 7:30 - 3:30
Exception: Transportation shop
6: a. m. to 2:30 p. m.
9: a. m. to 6: p. m.

The Public Works Department is responsible for maintenance and upkeep of Station facilities and equipment. The following shops employ women:

Shop 71	Transportation
Shop 72	Laborers
Shop 74	Electrical and Communications
Shop 77	Plumbers and Sheet metal
Shop 78	Painters
Shop 79	Joiners

Women's Occupations.

Shop 71 - Transportation

This shop at one time had women in the garage on the wash and grease racks but they didn't prove satisfactory, so there are none now so employed. The largest group of women in the shop drive Diesel 42 passenger buses from the Station to Coronado and other points off the Station and buses within the Station confines. They are trained to wash and clean their own buses, service them with gas, oil and water and check the tires.

They must have a driver's license for some state before they will be accepted for employment. They then are given the regular Station driver's examination and are permitted to drive within the Station. (Reference to this exam. in survey of transp. shop in Plan~~ning~~t Div. A & R. P.114) They are sent around with an experienced driver for a week, during which time they learn the locations on the Station. They drive buses, 1½ ton Stake trucks and station wagons.

Before they can drive the Diesel passenger buses they must pass the regular California State chauffeur's examination.

Women are given their choice of the two day shifts available. They

do not drive constantly while on the bus assignments. They may make several runs in succession during the rush hours and then may be on the Station for several hours, during which time they clean up and service their buses.

The buses are new, have automatic shifts and are physically easier to handle than most such equipment. The supervisor of this shop is well pleased and satisfied with his women drivers.

Shop 74 - Electric and Communications

Women are doing some exceptionally highly skilled work in this shop. For example: They have assisted in the installation of a sub-station on the yard. They helped install the transformers, tested, filtered and pumped the oil into them and assisted in the highly technical work of putting in the nitrogen. They install bus bars; thread, cut and install conduits; put up cable straps; run and splice cables.

After about six months experience and training, women are able to answer trouble calls anywhere on the Station. When an electrician and his woman helper are called out on a night trouble call, transportation to and from her home is provided for the woman. Generally, in most operations calling for a skilled person on "hot" work, women are assistants to men journeymen electricians. They are trained to know every operation he performs, so that they can have every tool and piece of equipment ready for him just as he needs it. They are trained not to speak to him while he is doing this dangerous work and not to hand him a tool or part - but to pay it where he can reach it — without his having to ask for it. This means that they must know and understand thoroughly everything he is doing and the sequence of each job and the tools he will need for each part of the job.

There are cable splicers carts which contain all the tools and parts and equipment that cable splicers may need. At the change of each shift this cart is inspected thoroughly so that when a trouble call comes in, a mechanic and

his woman helper can take out any cart with assurance that it is completely equipped.

When an electrician is splicing underground cable, his woman helper heats the metal for him in a pot, lowers it to him and lowers his tools. She also makes up and has ready lead sleeves which have been cut the right length, scraped on the ends and smoothed the correct distance. She must know every tool and every piece of equipment in the cart and must be able to carry on her work independently so that everything (tools and equipment and parts) are ready when the electrician needs them. Every woman helper is instructed by the safety engineer in artificial respiration and frequent checks are made on her ability in such treatment.

The foundation of the exceptional work women are doing in this shop, lies in the attitude of the foreman. He feels that anything men do, women should be allowed to do when they are capable, providing that it is not too heavy.

In the shop, women are making up and installing fixtures, repairing electric tools, overhauling electric motors, soldering and other usual electrical shop operations.

Shop 78 - Painters

Women in this shop putty, stain, shellac and varnish furniture, office and desk equipment etc. They do no spray painting, only brush work. They paint buildings, interior walls, and woodwork, put Kem-Tone on walls, glaze sash, cut glass, operate stencilling and Embossograph machines. Outside the shop, they paint traffic marks on streets and sidewalks with a small hand spray gun and a street striping machine.

Shop 79 - Joiners

Women assemble sash, screens, doors and cabinets. They install cabinet fixtures and hardware. They nail, glue, sandpaper, run mortising machines, and assist men on saws and other wood working equipment.

Salvage Yard

Excess material from jobs, or material which comes in before the job is ready for it, is kept in a storehouse and salvage yard. Women do regular warehouse work; check material, take inventories, fill material requests for plumbing, electric fixtures, hardware, etc. They are not permitted to do any lifting or high climbing.

Shop 72 - Laborers

Gardeners

Women do light gardening work all over the Station. They clip hedges, plant, prune and care for flower beds. They use light lawn mowers where the space is too small for power mowers. Only men operate the power mowers.

Janitresses and Matrons

Women from this shop do cleaning and janitor work in all buildings other than the A & R facilities. They also clean the officers quarters. A list is posted in each such quarters of the duties women are expected to perform and only those duties may be asked of them. This shop supplies matrons for WAVEs quarters and in women's rest rooms wherever necessary throughout the Station.

Shop 77 - Plumbers and Sheetmetal

Women are doing only the most limited work in this shop. They help install sinks and galley equipment and other operations of a similar nature. They do some shearing of light metal and other simple sheetmetal operations and operate some very simple machines. When and if the work load warrants, women are able to do many more sheetmetal and plumbing operations than they are now performing in this shop.

Turn-Over Summary

Seven out of fifteen women who terminated during September and October worked only two months or less. None of these were in technical jobs and four of them left to get married or to join their service-men husbands.

However, inadequacies of Station placement policy definitely are responsible for two terminations. One woman worked only two days, left, was rehired, worked one more day and left again because of a child-care problem. And the other left after one week's employment because she was physically unable to do the gardening and janitor work to which she was assigned.

Two women bus drivers of ten months employment each, terminated during this period. Both were a distinct loss to the Station. One left because her civilian husband accepted a position in another locality. The other left because of a female condition which was aggravated by the vibrations of the bus. This condition she had previous to the time she started driving. Since the buses are new and easy to drive, women do not drive for long periods at a time, and since other drivers of equal length of service are experiencing no bad physical reaction, this one case does not reflect adversely on any factor of the job itself.

The turn-over among women employed as janitresses and gardeners is high in most activities. The work is hard and not too pleasant. The exact nature of the work should be carefully explained to each applicant, as it is better for the Station financially and productively not to place a woman on a job of which she has a false impression and on which she is sure to be dissatisfied. Only husky, strong women should be assigned to these jobs and even then only after they express a willingness to do all the jobs involved in the assignment.

Women's Bureau
U. S. Department of Labor
Washington 25, D. C.

TURN-OVER RATES IN WOMEN'S EMPLOYMENT IN THREE DEPARTMENTS OF UNITED STATES NAVAL AIR STATION, SAN DIEGO CALIFORNIA, SEPTEMBER AND OCTOBER 1943, BY ~~SHIFT~~ DIVISION AND SHIFT

Shift	Assembly and Repair Department Groups II and III													Public Works Department Groups II and III	Supply Department	
	Total	Accessories	Engine Overhaul	Emergency Repair	Overhaul Control	Structures	Assembly	Metal	Plant	Machine	Radio and Radar	Planning (Vestibule School)	All other planning		Groups II and III	Storekeepers and messengers Group IVb.
Average monthly turn-over rate September and October 1943	10.4	11.9	10.3	10.2	12.7	7.5	2.0	12.9	8.0	13.6	6.7	19.3	3.8	5.8	16.3	9.7
Total terminations: September and October	308[1]	75	18	6	30	41	3	31	23	32	11	36	2	15	34	33
Total ~~female~~ employees: September and October	2,966	630	175	59	237	545	153	241	286	236	164	187	53	1/ 259	2/ 209	3/ 339
Day shift (turn-over rate 10.1 per cent.): Total terminations September and October	240	61	14	5	30	26	2	23	20	10	11	36	2			
Total female employees: September and October	2,383	489	137	45	237	478	139	164	224	136	105	187	42			
September 20	1,169	242	71	24	103	226	64	80	107	69	60	100	23			
October 20	1,214	247	66	21	134	252	75	84	117	67	45	87	19			
Swing shift (turn-over rate 12 per cent.): Total terminations September and October	68	14	4	1	-	15	1	8	3	22	-	-	-			
Total female employees: September and October	567	141	38	14	-	67	14	73	55	95	59	-	11			
September 20	273	71	19	7	-	37	7	36	23	47	18	-	8			
October 20	294	70	19	7	-	30	7	37	32	48	41	-	3			
Graveyard shift: Total terminations September and October	None	-	-	-	-	-	-	-	-	-	-	-	-			
Total female employees: September and October	16	-	-	-	-	-	-	4	7	5	-	-	-			
September 20	9	-	-	-	-	-	-	2	2	5						
October 20	7	-	-	-	-	-	-	2	5	-	-	-	-			

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[1] Excludes 25 women in IV b of Assembly and Repair

~~1/ September 30, 128; October 30, 151; Total 259.~~

~~2/ " " 96; " " 113; Total 209.~~

Women's Bureau
U. S. Department of Labor
Washington 25, D. C.

CAUSE OF TERMINATION IN WOMEN'S EMPLOYMENT IN THE THREE DEPARTMENTS OF UNITED STATES NAVAL AIR STATION, SAN DIEGO, CALIFORNIA, SEPTEMBER AND OCTOBER 1943, BY WOMEN'S LENGTH OF SERVICE 1/

Cause of termination	Total terminations		Total of Three Departments													
			Months of service													
	Number	Per-cent	Under 15 days	1	2	3	4	5	6	7	8	9	10	11	12	13 and under 18
All causes - Number	415	100.0	46	79	83	56	41	22	17	18	9	13	9	7	8	7
Percent distribution	100.0		11.1	19.0	20.0	13.5	9.9	5.3	4.1	4.3	2.2	3.1	2.2	1.7	1.9	1.7
A. Military	5	1.2		1	1		1		1							1
B. Health	75	18.1	4	15	10	8	10	6	1	5	2	6	3	1	3	1
1. Personal illness	47	11.3	4	13	6	2	8	4		3		5	1		1	
2. Pregnancy	18	4.3		2	2	4	1	1		2	2	1		1	2	
3. Physical unadaptability	10	2.4			2	2	1	1	1				2			1
C. Working Conditions	28	6.7	8	7	3	3	2		2					1	1	1
1. Wages	8	1.9	4	3		1										
2. Shift	3	.7	1	2												
3. Nature of job	11	2.7	2	2	3	1	1		1					1		
4. Other	6	1.4	1			1	1		1						1	1
D. Living Conditions	16	3.9	1	3	5	2	3		1							1
1. Transportation	5	1.2		1	1	1	1									1
2. Housing; Living costs	11	2.7	1	2	4	1	2		1							
E. Personal Affairs	234	56.4	13	46	53	39	23	12	8	11	7	7	5	4	4	2
1. Child care	35	8.4	1	2	10	6	3	4	1	3	1	1		2		1
a. Day shift	21	5.1	1	2	5	3	1	2	1	2		1		2		1
b. Swing shift	14	3.4			5	3	2	2		1	1					
2. Household duties	6	1.4		2		1				1		1				1
3. Illness or death in family; deceased	34	8.2	2	12	3	5	5	3	2	1					1	
4. To get married	16	3.9		3	5	3		1			1	2			1	
5. Military husband	40	9.6	3	9	6	7	6	1	1		2		2	2	1	
a. Returning home or leaving town as husband detached	8	1.9		1	2	2	3									
b. To join husband	32	7.7	3	8	4	5	3	1	1		2		2	2	1	
6. To join husband	13	3.1	1	4	1		3	1	1		1		1			
a. Civilian husband	4	1.0			1				1		1		1			
b. Husband's status unknown	9	2.2	1	4			3	1								
7. Returning home	19	4.6	1	4	4	2	1	1	2	2	1	1				
8. Moving out of town	11	2.7	1	3	3	2					1		1			
9. Better job	8	1.9	1	2			2			2			1			
10. Return to former job	4	1.0			3			1								
11. Return to school	35	8.4	2	2	16	11	2			1		1				
12. Other family reasons	9	2.2	1	3	1	2	1					1				
13. Other personal reasons	4	1.0			1				1	1					1	
F. Employment Record	57	13.7	20	7	11	4	2	4	4	2			1	1		1
1. Irregular attendance	7	1.7	1	1	1		2		1							1
2. Failure to return (AWOL)	31	7.5	15	4	5	2		2	1	2						
3. Personal record unsatisfactory; insubordination	9	2.2	2		2			1	2				1	1		
4. Unsatisfactory production	10	2.4	2	2	3	2		1								
Discharges (included above)	70		21	12	9	5	5	8	4	3			1	1		1

Cause of termination	Total number of terminations	Assembly and Repair Department, Groups II and III and IVb													
		Months of service													
		Under 15 days	1	2	3	4	5	6	7	8	9	10	11	12	13 and under 18
All causes - Number	333	38	64	67	43	32	19	13	15	6	10	7	6	6	7
Percent distribution															
A. Military	4		1			1		1							1
B. Health	60	1	12	10	8	7	5	1	4	1	5	2	1	2	1
1. Personal illness	36	1	10	6	2	5	3		3		4	1		1	
2. Pregnancy	15		2	2	4	1	1		1	1	1		1	1	
3. Physical unadaptability	9			2	2	1	1	1				1			1
C. Working Conditions	27	8	7	3	3	2		1					1	1	1
1. Wages	8	4	3		1										
2. Shift	3	1	2												
3. Nature of job	11	2	2	3	1	1		1					1		
4. Other	5	1			1	1								1	1
D. Living Conditions	14		3	4	2	3		1							1
1. Transportation	4		1		1	1									1
2. Housing; Living costs	10		2	4	1	2		1							
E. Personal Affairs	177	11	35	39	27	17	10	6	9	5	5	4	4	3	2
1. Child care	29		1	10	4	2	4		3	1	1		2		1
a. Day shift	16		1	5	2		2		2		1		2		1
b. Swing shift	13			5	2	2	2		1	1					
2. Household duties	5		2						1		1				1
3. Illness or death in family; deceased	27	2	9	3	4	4	2	2						1	
4. To get married	9		3	3	2						1				
5. Military husband	34	3	7	4	6	5	1	1		2		2	2	1	
a. Returning home or leaving town as husband detached	7		1	1	2	3									
b. To join husband	27	3	6	3	4	2	1	1		2		2	2	1	
6. To join husband	9	1	2	1		2	1	1		1					
a. Civilian husband	3			1				1		1					
b. Husband's status unknown	6	1	2			2	1								
7. Returning home	18	1	3	4	2	1	1	2	2	1	1				
8. Moving out of town	9	1	2	3	2							1			
9. Better job	5		2			1			1			1			
10. Return to former job	2			1			1								
11. Return to school	21	2	2	8	5	2			1		1				
12. Other family reasons	6	1	2	1	2										
13. Other personal reasons	3			1					1					1	
F. Employment Record	51	18	6	11	3	2	4	3	2			1			1
1. Irregular attendance	6		1	1		2		1							1
2. Failure to return (AWOL)	29	14	4	5	1		2	1	2						
3. Personal record unsatisfactory; insubordination	7	2		2			1	1				1			
4. Unsatisfactory production	9	2	1	3	2		1								
Discharges (included above)	66	19	12	9	4	5	8	4	3			1			1

1/ Length of service shown to nearest full month.

continued

Women's Bureau
U. S. Department of Labor
Washington 25, D. C.

CAUSE OF TERMINATION IN WOMEN'S EMPLOYMENT IN THE THREE DEPARTMENTS OF UNITED STATES NAVAL AIR STATION, SAN DIEGO, CALIFORNIA, SEPTEMBER AND OCTOBER [illegible], BY WOMEN'S LENGTH OF SERVICE 1/ (Continued)

Cause of termination	Public Works Department Group II and III													Supply Department Group II and III and IVb													
	Total number of terminations	Months of service												Total number of terminations	Months of service												
		Under 15 days	1	2	3	4	5	6	7	8	9	10	11		Under 15 days	1	2	3	4	5	6	7	8	9	10	11	12
All causes - Number	15	3	1	3		3		2				2	1	67	5	14	13	13	6	3	2	3	3	3			2
A. Military	1			1																							
B. Health	2	1										1		13	2	3			3	1		1	1	1			1
1. Personal illness	1	1												10	2	3			3	1				1			
2. Pregnancy														3								1	1				1
3. Physical unadaptability	1											1															
C. Working Conditions														1							1						
1. Wages																											
2. Shift																											
3. Nature of job																											
4. Other														1							1						
D. Living Conditions														2	1		1										
1. Transportation														1			1										
2. Housing; Living costs														1	1												
E. Personal Affairs	10	2	1	2		3		1				1		47		10	12	12	3	2	1	2	2	2			1
1. Child care	3	1				1		1						3		1		2									
a. Day shift	3	1				1		1						2		1		1									
b. Swing shift														1				1									
2. Household duties														1				1									
3. Illness or death in family; deceased														7		3		1	1	1		1					
4. To get married	1			1										6			1	1		1			1	1			1
5. Military husband	3		1	1		1								3		1	1	1									
a. Returning home or leaving town as husband detached														1			1										
b. To join husband	3		1	1		1								2		1		1									
6. To join husband	1											1		3		2			1								
a. Civilian husband	1											1															
b. Husband's status unknown														3		2			1								
7. Returning home														1		1											
8. Moving out of town														2		1							1				
9. Better job	2	1				1								1								1					
10. Return to former job														2			2										
11. Return to school														14			8	6									
12. Other family reasons														3		1			1					1			
13. Other personal reasons														1							1						
F. Employment Record	2							1					1	4	2	1		1									
1. Irregular attendance														1	1												
2. Failure to return (AWOL)														2	1			1									
3. Personal record unsatisfactory; in-	2							1					1														
4. Unsatisfactory production (subordination														1		1											
Discharges (included above)	1												1	3	2			1									

1/ Length of service shown to nearest full month.

Women's Bureau,
U. S. Department of Labor
Washington 25, D. C.

TERMINATIONS IN WOMEN'S EMPLOYMENT IN THREE DEPARTMENTS OF UNITED STATES NAVAL AIR STATION, SAN DIEGO, CALIFORNIA, SEPTEMBER AND OCTOBER 1943, BY CAUSE

Cause of terminations	Total terminations, three departments		Assembly and Repair Department																Public Works Department, Groups II and III	Supply Department		
			Terminations		Storekeepers and messengers Group IVb	Total, Groups II and III	Groups II and III															
	Number	Percent	Number	Percent			Accessories	Engine overhaul	Emergency repair	[illegible] control	Structures	Assembly	Metal	Plant	Machine	Radio and radar	(Vestibule School) Planning	All other planning		Total	Storekeepers and messengers Group IVb	Groups II and III
All causes	415	100.0	333	100.0	25	308	75	18	6	30	41	3	31	23	32	11	36	2	15	67	33	34
Average monthly turn-over rate, September and October 1943						10.4	11.9	10.3	10.2	12.7	7.5	2.0	12.9	6.0	13.6	6.7	19.3	3.8	5.8		9.7	16.3
A. Military	5	1.2	4	1.2	1	3	1				1					1			1			
B. Health	75	18.1	60	18.0	5	55	17	4		3	7	1	6	5	6	2	4		2	13	7	6
1. Personal illness	47	11.3	36	10.8	4	32	10	4		1	3	1	5	1	3	1	3		1	10	4	6
2. Pregnancy	18	4.3	15	4.5		15	7			1	2		1	1	2		1			3	3	
3. Physical unadaptability or inability	10	2.4	9	2.7	1	8				1	2			3	1	1			1			
C. Working Conditions	28	6.7	27	8.1	3	24	6	2	1	4	4						6	1		1	1	
1. Wages	8	1.9	8	2.4	1	7	2										5					
2. Shift	3	.7	3	.9		3	1	1		1												
3. Nature of job	11	2.7	11	3.3	1	10	2	1	1	3	3											
4. Other	6	1.4	5	1.5	1	4	1				1						1	1		1	1	
D. Living Conditions	16	3.9	14	4.2		14	4			5			1		1	2	1			2	1	1
1. Transportation	5	1.2	4	1.2		4	2									2				1	1	
2. Housing; living costs	11	2.7	10	3.0		10	2			5			1		1		1			1		1
3.																						
E. Personal Affairs	234	56.4	177	53.1	16	161	35	10	3	16	25	2	20	11	19	5	14	1	10	47	21	26
1. Child care	35	8.4	29	8.7	1	28	6	1		3	1	1	8	1	6	1			3	3	1	2
a. Day shift	21	5.1	16	4.8	1	15	4	1		3	1		4	1		1			3	2	1	1
b. Swing shift	14	3.4	13	3.9		13	2					1	4		6					1		1
2. Household duties	6	1.4	5	1.5		5	2			1			1			1				1		1
3. Illness or death in family; deceased	34	8.2	27	8.1	3	24	6	1		4	4		1	1	2	1	3	1		7	3	4
4. To get married	16	3.9	9	2.7		9	3	1	1				1	1			2		1	6	6	
5. Military husband	40	9.6	34	10.2		34	8	4	1	3	5		5	1	2	1	4		3	3	3	
a. Return home or leaving town as husband detached	8	1.9	7	2.1		7	1			1	4		1							1	1	
b. To join husband	32	7.7	27	8.1		27	7	4	1	2	1		4	1	2	1	4		3	2	2	
6. To join husband	13	3.1	9	2.7		9		2		1	1			4	1				1	3		3
a. Civilian husband	4	1.0	3	.9		3		2		1									1			
b. Husband's status unknown	9	2.2	6	1.8		6					1			4	1					3		3
7. Returning home	19	4.6	18	5.4	1	17	3				5		1	3	4		1			1		1
8. Moving out of town	11	2.7	9	2.7	2	7	2	1			2	1			1					2	2	
9. Better job	8	1.9	5	1.5	1	4					1		1				2		2	1	1	
10. Return to former job	4	1.0	2	.6		2	1			1										2		2
11. Return to school	35	8.4	21	6.3	7	14	2			3	4		1		1	1	2			14	4	10
12. Other family reasons	9	2.2	6	1.8		6	1		1		1		1		2					3		3
13. Other personal reasons	4	1.0	3	.9	1	2	1				1									1	1	
F. Employment Record	57	13.7	51	15.3		51	12	2	2	2	4		4	7	6	1	11		2	4	3	1
1. Irregular attendance	7	1.7	6	1.8		6	2		2				1		1					1	1	
2. Failure to return (AWOL)	31	7.5	29	8.7		29	6	1		1	2		1	7	3		8			2	2	
3. Personal record unsatisfactory; insubordination	9	2.2	7	2.1		7	2			1	1		2				1		2			
4. Unsatisfactory production	10	2.4	9	2.7		9	2	1			1				2	1	2			1		1
Discharges (included above)	70		66		1	65	17	3	3	2	6		8	7	6	1	12		1	3	3	

Women's Bureau
U. S. Department of Labor
Washington 25, D. C.

TERMINATIONS IN WOMEN'S EMPLOYMENT IN THREE DEPARTMENTS OF UNITED STATES NAVAL AIR STATION, SAN DIEGO, CALIFORNIA, SEPTEMBER AND OCTOBER 1943, DISTRIBUTED ACCORDING TO WOMEN'S AGES, WAGE CLASSIFICATION AND SHIFT

Item	Total terminations, three departments		Assembly and Repair Department															Public Works Department	Supply Department		
						Groups II and III												Groups II and III			
	Number	Percent	Total	Storekeepers and messengers Group IVb	Total Groups II and III	Accessories	Engine overhaul	Emergency repair	Overhaul control	Structures	Assembly	Metal	Plant	Machine	Radio and radar	(Vestibule School) Planning	All other planning		Total	Storekeepers and messengers Group IVb	Groups II and III
Ages:	415	100.0	333	25	308	75	18	6	30	41	3	31	23	32	11	36	2	15	67	33	34
Under 18 years	18	4.3	12	4	8	1	—	-	2	2	-	-	-	1	-	1	1	—	5	2	3
18 to 24 "	216	52.0	181	12	169	45	6	4	9	28	1	12	10	16	7	30	1	4	31	16	15
25 to 31 "	81	19.5	55	5	50	9	2	-	10	8	1	8	5	5	1	1		6	21	12	9
32 to 37 "	40	9.6	35	—	35	7	5	-	2	2	1	8	3	3	1	3		1	4	2	2
38 to 44 "	25	6.0	20	1	19	6	2	1	5	1		2	2	-	-	-		3	2	1	1
45 to 54 "	27	6.5	22	3	19	4	2	1	2			-	~~5~~ 2	5	2	1		1	4		4
55 to 65 "	6	1.5	6		6	1	1					1	~~2~~ 1	2							
Over 65	2	.5	2		2	2															
Wage Classifications:	415	100.0	333	25	308	75	18	6	30	41	3	31	23	32	11	36	2	15	67	33	34
Mechanic learner	203	48.9	182		182	56	4	2	12	27	2	14	1	21	6	36	1		21		21
Classified laborer	68	16.4	48		48	1	8	1	16	1			21					11	9		9
Helper, Metalsmith	25	6.0	25	2	25					7		17		1							
Helper, Electrician	15	3.7	15		15	11									4						
Helper, Aircraft mechanic general	10	2.4	10		10	1		3	1	3	1						1				
Helper, General	10	2.4	9		9	2	6								1			1			
Helper, Machinist	9	2.2	9		9									9							
Helper, Aviation instrument maker	4	1.0	4		4	4															
Aircraft fabric worker	3	.7	3		3					3											
Helper, Woodworker	3	.7																	3		3
Helper, Sheetmetal worker	2	.5	1		1								1								
Chauffeur	2	.5																2			
Other 1/	3	.7	2		2				1					1					1		1
Messenger	19	4.6	13	13															6	6	
Storekeeper	38	9.2	11	11															~~6~~ 27	~~6~~ 27	
Lithographer	1	.2	1	1															~~27~~ —	~~27~~ —	
Shift:	415	100.0	333	25	308	75	18	6	30	41	3	31	23	32	11	36	2	15	67	33	34
Day	343	82.7	262	22	2/ 240	61	14	5	30	26	2	23	20	10	11	36	2	15	66	33	33
Swing	72	17.3	71	3	3/ ~~65~~ 68	14	4	1	-	15	1	8	3	22	—	—	-		1		1

1/ Boxmaker, Supply; Machine operator and Snapper laborer, A. and R.
2/ Turn-over rate 10.1 percent.
3/ Turn-over rate 12 percent.

Women's Bureau,
U. S. Department of Labor,
Washington 25, D. C.

CAUSES OF DISCHARGE OF WOMEN FROM THREE DEPARTMENTS OF UNITED STATES NAVAL AIR STATION, SAN DIEGO, CALIFORNIA, SEPTEMBER AND OCTOBER 1943 - OFFICIAL REASON AND THAT ASCERTAINED LATER AND REPORTED IN TURN-OVER TABLES

Official reason given for discharge	Number of Discharges	Reason ascertained later and reported in turn-over tables																		
		Personal illness B-1	Pregnancy B-2	Wages [illegible]	Shift C-3	Nature of job C-4	[illegible] C-7	Child care E-1	Illness or death in family B-3	To get married B-5	To join husband (military) B-6	Returning home B-8	Moving out of town B-9	Better job B-10	Other family reasons B-13	Irregular attendance F-1	AWOL Failure to return F-2	Personal request unsatisfactory F-3	Unsatisfactory production F-4	Insubordination F-5
Assembly and Repair Department																				
Total	66	2	1	3	1	1	1	1	2	1	1	1	2	1	1	6	29	2	10	
Irregular attendance	8															6	1	1		
Unauthorized leave	46	2	1	3	1	1		1	2	1	1	1	2		1		28		1	
Failed to qualify	6																	1	5	
Insubordinate or undesirable	6						1							1					4	
Public Works Department																				
Total Insubordination	1																			1
Supply Department																				
Total	3															1	2			
Irregular attendance	1															1				
Unauthorized leave	2																2			
SUMMARY																				
Total discharges	70	2	1	3	1-	1	1-	1	2	1-	1	1	2	1	1	7	31	2	10	1
Irregular attendance	9															7	1	1		
Unauthorized leave	48	2	1	3	1	1		1	2	1	1	1	2		1		30		1	
Failed to qualify	6																	1	5	
Insubordinate or undesirable	7						1							1					4	1

TURNOVER - Edited COPY

This copy edited (in a fashion!?); all pp with checkers or editor's changes that seem important have been drawn out & put with new typing of some pp for corrections to be made. ~~(if OK'd by Statistics?)~~ Started to mark for sideheads etc but too complicated to set off in typing. H

~~Mrs Weinberg~~
copy

U. S. Department of Labor
WOMEN'S BUREAU
Washington

File

Note. - The only "checking" done was of figures quoted from photostat tables. Most of report could not be checked.

H
Apr. 28, '44

SURVEY OF TURN-OVER AND WOMEN'S EMPLOYMENT

AT

U. S. NAVAL AIR STATION,

San Diego, California

"Edited" because that was M. K. A's request of months ago, before it went to type (thro' misunderstanding)

H
May 5

Margaret Kay Anderson
and
Mary Alice Webb

December 1943

see

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~~[illegible]~~

SURVEY OF TURN-OVER AND WOMEN'S EMPLOYMENT AT U. S. NAVAL AIR STATION, San Diego, California

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INTRODUCTION

The U. S. Naval Air Station in San Diego was visited by representatives of the WB of the US DoL during November and December 1943 in making a special survey of turn-over among women employees. The survey was made for the purpose of not only ascertaining the underlying causes of turn-over, but al~~so~~l developing ways and means of reducing this turn-over. ~~Verbal~~ Oral recommendations were made to the officers at the Station in the course of the study and at the conclusion of the survey. A written summary of recommendations applicable to the Station as a whole was submitted later. (See section on Summary of Recommendations to Reduce Turn-over Among Women). In addition, this report includes suggestions for reducing turn-over applicable to a particular department or shop.

Although turn-over is high among office workers as well as shop workers, this survey is confined to shop workers. Only women in Groups ~~2~~ II and ~~3~~ III civil service classifications (semiskilled and skilled) and women messengers and storekeepers in Group IVb classifications are covered. The messengers and storekeepers are included because their work is closely allied to that in the shops rather than being strictly clerical.

All the women in these classifications whose terminations became effective either in September or October 1943 were selected for special case study. The date the termination became effective was used as a control, although the last day of work on the Station may actually have been many weeks prior to October or September because the Station uses the effective date of termination as a basis for reporting separations.

During September and October there ~~was a total of~~ were 415 female terminations in Group ~~2~~ II and ~~3~~ III positions and among storekeepers and messengers. A special turn-over analysis was made of each woman, showing age, duration of employment, wage classification, shift worked, shop, department, and official reason ~~shown~~ given for the termination. Every shop was then contacted to get as much supplementary information as possible on the reasons why ~~each~~ the women left. In most cases there was an accumulation of reasons, but in classifying the women under a single cause of termination on the charts compiled, an attempt was made to determine the most dominant factor contributing to each woman's separation. However, in determining ways of reducing turn-over consideration was given to all factors, realizing that there can be no single solution to turn-over and cognizance must be ~~made~~ taken of minor as well as major causes.

Data were also gathered on the type of work each woman was doing to see if the nature of the job had any relation to turn-over. In each shop a complete survey was made of typical jobs performed by women to detect any special strains, hazards, or conditions ~~which~~ that might be contributing to turn-over among women. On the whole there was little relation between work performed and turn-over. Only in the case of storekeepers and a few other jobs was there a higher incidence of turn-over, and special notations of these jobs are made in the shop reports.

Working conditions, policies, and procedures were also studied with relation to turn-over. Hiring procedures, exit interviewing, indoctrination, training, wage rates, upgrading, medical program, safety program, rest room facilities, food-service facilities, woman-counselor program, and so forth were covered.

Charts.

~~(Charts have been~~ submitted to officials of the Naval Air Station in advance of this report,

The turn-over rates shown on the charts, are the average monthly rates during the two months studied. The usual method of computing turn-over rates, such as basing them on an average monthly personnel computed from the number employed at the beginning and end of the month, could not be used. It was difficult to get comparable employment figures on the same date in the different divisions and departments, so the number employed on one day of each month was used. In the Assembly and Repair Department the numbers employed September 20 and October 20 ~~was~~ were used as a base, in the Public Works Department and Supply Department the numbers employed September 30 and October 30 was used. For that reason it would not be sound to compare the resulting turn-over rates on the charts with ~~that~~ those of other plants or industries using a more refined method of computing rates; ~~R~~rather the rates on the charts are chiefly of value in making comparisons between divisions and departments on the Station.

North Island activities.

The U. S. Naval Air Station is ~~just~~ a part of the North Island Naval Air Center activities. There are the following subdivisions of North Island activities:

indent 2

Assembly and Repair Department: The Assembly and Repair Department comes under the Bureau of Aeronautics in Washington, D. C. It is the production department of the Station engaged in the overhaul, repair, maintenance, and modification of airplanes and equipment for the Naval Air Station. The planes are brought in from the war zone for regular overhaul as well as for major repairs necessitated by fleet war service. Upon completion of repairs and overhaul the planes are returned to the fleet.

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Supply Department: The Supply Department supplies materials and parts for the other departments of North Island. ~~They~~ It also provides supplies for outlying bases and the air fleet.

Public Works: The Public Works Department supplies materials and parts for the construction and maintenance of station facilities and equipment.

Operations: The Operations Department is the functional department of the station. It controls the airfields and airplanes.

Fleet Air: The Fleet Air controls the operations of fleet-air forces. There is ~~a separate~~ an Admiral specifically in charge of this section of activities at North Island.

Naval Air Center: The Naval Air Center is composed of the following airfields: San Diego, Kearney Mesa, Otay Mesa, Ream Field, Salton Sea, Holtville, and San Clemente.

Communications: ?

Miscellaneous Departments: There are certain miscellaneous departments, including the medical, security, and inspection departments.

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In this turn-over study only the Assembly and Repair Department, Public Works Department, and Supply Department of the Naval Air Station are included.

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SUMMARY OF RECOMMENDATIONS MADE TO REDUCE TURN-OVER AMONG WOMEN EMPLOYEES AT NORTH ISLAND NAVAL AIR STATION, SAN DIEGO, CALIFORNIA

c+lc

HIRING PROCEDURES (SELECTION AND PLACEMENT).

1. For careful placement it is recommended that there be brief descriptions of all jobs performed by women in the various departments, divisions, and shops. There should be established minimum and maximum requirements, or any other qualifying features for women to workin a particular division, shop, or job. This should then be used as a guide by all persons having anything to do with selection and placement of new employees.

2. The labor needs of all departments and divisions should be planned farther ahead and the labor requisitions submitted sufficiently in advance of actual needs, to permit the Labor Board and placement officers to plan their selections and placements more intelligently.

3. There should be more careful selection and placement of all new women employees and particularly those assigned to jobs requiring the longer training periods. Need for this is shown by the turn-over figures, which disclose that one-half (~~50~~ 50.1 percent) of the women leaving have been employed two months or less and well over 3/5 (~~63~~ 63.6 percent) have been employed three months or less. This is in contrast to the aircraft plants on the west coast, where less than one-fourth (22.6 percent) of the women leaving ~~during~~ in September 1943 had been employed three months or less.

4. Wives of service men should be placed in jobs requiring short training time. Twenty-five, or ~~62~~ 62.5 percent, of the 40 women who left because their military husbands were detached, had been employed three months or less.

5. There should be a more thorough preemployment physical examination for all women. The physical examination should be used as a guide in placement so as to cut down the number of persons leaving for physical unadaptability or personal illness.

6. The intake and hiring procedures should be simplified and standardized, with the number of interviews and steps involved reduced to a minimum. This will reduce the number of losses of referrals from the Labor Board.

7. All intake and placement interviewers should be more familiar with the various types of work at the Naval Air Station, so as to be in a better position to determine the type of work for which a person is qualified. The nature of the work should be explained fully before a woman is assigned to a job, to reduce as much as possible the high turn-over in the first weeks of employment.

8. Prior to employment there should be special counseling of women with small children to see that adequate arrangements have been made for care of these children. The fact that 13 of the 35 ~~half the~~ women (37.1 percent) leaving for child care were employed two months or less indicates the importance of such counseling prior to employment.

13 out of 35 left in 2 mo or less

c & lc

INDOCTRINATION

Turn-over is startlingly high among new workers. Eleven percent of the women leaving had been employed under 15 days, 19 percent had been employed 15 days but less than ~~left within~~ one month, and 20 percent 1 mo. but less than ~~within~~ two months. Thus half the women terminating employment left within the first two months. At the present time only new mechanic learners coming into the Assembly and Repair Department go through a formalized indoctrination. Some shops have their own form of individual indoctrination but there is no uniformity ~~on~~ in this.

1. It is believed that a more thorough and comprehensive indoctrination of all new workers to familiarize them with the Station, its rules and regulations, procedures, types of work, and so forth, would do much to cut down high turn-over among new employees. There should be at least a one-day indoctrination of all Group II and III workers and f storekeepers and messengers in Group IVb.

2. The women's safety coordinator should talk to all new women employees during their indoctrination, to explain the importance and purpose of safety rules, clothing requirements, work hazards, and so forth.

3. The new program of women coordinators should be fully explained.

4. There should be a thorough and repeated explanation of pay-roll deductions, computation of overtime, deductions for tardiness, upgrading and reclassification of workers, and so on. Failure to understand such wage matters was reported as a source of irritation to some women, and a thorough explanation in the beginning will ~~[illegible] less~~ prevent misunderstanding later.

5. Attached to these recommendations is an outline of material that it might be well to include in such an indoctrination program.

c+le TRANSFER AND EXIT INTERVIEW BUREAU,

1. Though there seemed to be leniency in granting transfers and working out arrangements for those not satisfied with their work, there could be a better procedure for handling transfers. It is recommended that there be a central transfer bureau for the entire Station through which all transfers are cleared aside from those made within divisions of departments. A worker handled through this bureau could be reassigned to some other division or department on practically the same basis as a new employee. This transfer bureau would have a record of the labor requisitions for the entire Station and would thus be in

a better position than a shop foreman or division superintendent to know where the person ~~can~~ could best be reassigned. It would also enable women who cannot work Sundays to get into a department where Sunday work is not required. Comment on a woman's personal record should not be sent to her new place of employment, as personalities involved in her former job may prejudice those in her new work assignment.

2. The exit interviewers and transfer interviewers could be the same people, because their functions w~~c~~ould be interrelated.

~~should~~ ? ~~could~~

3. At the present time all workers leaving the Station are supposed to clear through the central personnel office for an exit interview. In actual practice 20 to 28 percent are never interviewed because they leave on the night shift or Sunday, or have a special pass for getting off the Station. Those who do report for an interview have already passed through 13 stages of clearing off the Station, which makes the possibility for salvage very slight.

It is recommended that after the immediate supervisor and the women's coordinator have been unable to effect an adjustment to keep a woman, she should immediately be referred to the central personnel office for an exit interview.

4. Under the new system of women's coordinators one of the major functions of the coordinators will be to remove causes of turn-over. If the dissatisfaction of the individual is not caught by the coordinator, the supervisor should immediately refer the woman to the coordinator so that the real reason for dissatisfaction may be known and overcome if possible.

5. It is recommended that a woman exit interviewer talk to each woman expressing an intention to leave, as a woman will be in a better position for determining the real reason for leaving and more likely to be successful in working out an individual adjustment.

6. The exit interviewers should check with the individual shop after a woman actually leaves the Station. In clearing with the shop on the reason for a woman's leaving, there can perhaps be a clarification of ways and means of cutting down turn-over. It places more responsibility on each shop in working out adjustments to keep workers.

c+lc

WOMEN'S COORDINATOR SYSTEM,

1. There should be a comprehensive, well organized plan for the coordination of women's activities for the entire Station. There is a definite feeling on the part of management at the Station that the system in force ~~up~~ until a short time ago was entirely inadequate. Steps have been taken to revise and enlarge the program and an outline of the coordinator's system that ~~which~~ has proved practical in other Naval establishments has been ~~was~~ submitted. A copy of this plan, together with suggestions on how to fit it into the Station's plan of organization, is attached.

c+lc

PERSONNEL RECORDS,

1. There should be uniform records and forms for handling all personnel matters. There should be uniformity as to where these records are kept.

2. There should be standardized and periodic reporting of the number of men and women employed, noting sex, department, division, job classification, and shift. This information should be coordinated in a central personnel office.

3. There should be a uniform method of reporting terminations by sex, age, length of service, wage classification, occupation, division, department, shift, and cause of termination. As full an account as possible should be given concerning the cause of termination of each person. The exit interviewer can get this information if a centralized system of exit interviewing is established.

c/lc

MEDICAL

From the study of turn-over records more women were found to have terminated for reasons of personal illness and physical unadaptability than any other single cause.

1. A more thorough physical examination should be given all female applicants. Special attention should be given to examination of the legs and feet because of the many jobs requiring standing and climbing all day long, and working on concrete floors and runways.

2. The finding from the medical examination should be used as a guide in placement. Any physical defect that may affect a woman's performance on the job should be recorded on ~~some~~ a form ~~which~~ that becomes a permanent part of the personnel records in the division where the woman is employed. This should be referred to in making any reassignments or transfers.

3. Effort should be made to give a physical examination to as many as possible of those who leave for personal illness or physical unadaptability. The medical officer should get a complete record on all such cases to ascertain whether the nature of the work had any bearing on the woman's health, or how the woman could have been more wisely placed.

4. There should be a broader nonindustrial medical program, such as giving special care to women suffering from menstrual disturbances. A central sick bay is recommended, or several sick bays, where women could lie down for an hour or two, or there could be supervised use of cots in rest rooms.

5. There should be a complete running record kept on each person reporting to the dispensary for either industrial or nonindustrial care, noting results of the original medical examination, accidents, and all care or treatment given. This record should show the department, division, and type of work performed by the individual.

6. There should be a much more simplified method of referral to the dispensary.

7. Dispensary facilities should be expanded. The dispensary should be open for swing-shift workers as well as for those on day shift.

8. There should be periodic physical examination of women in all occupations that might prove detrimental to health over ~~a~~ an extended period. ~~of time.~~

9. There should be a written Station policy on the employment of pregnant women.

SAFETY

1. A woman safety coordinator should be employed for the entire Station. She should be in a position to recommend adjustments in job procedures, equipment, and assignments. She should watch for cumulative fatigue, job strains, and hazards peculiar to women. She should have the same enforcement authority as the male safety inspectors. She should concern herself primarily with women workers, but her functions should not be entirely confined to them.

2. The woman's safety coordinator should talk to all new women employees at the time of their indoctrination.

3. There should be a more uniform enforcement of safety rules and regulations.

see red changes

CHILD CARE

Child care was one of the predominant reasons given for women leaving: 8.4 percent left for child care, ~~1.7~~ 14 percent because of household duties, and ~~7.9~~ 8 percent because of illness or death in family. As ~~T~~those not mentioning their children quite possibly were child-care cases also, ~~so~~ undoubtedly over 10 percent left for child-care reasons.

1. A thorough survey should be made among all mothers at present employed on the Station to find out the numbers and ages of children, place of residence, provision made for care of children, type of child-care service needed or desired, and any special child-care problems the women may have. This should be done by interviewing each woman personally and explaining the purpose of the survey, so that there will be uniform and accurate reporting of the information.

Only with such information can community child-care facilities be intelligently planned. The local child-care committee in San Diego will not put in Sunday care, 24-hour care, or additional facilities for children under 2 years unless it has absolute proof of need for such services.
This information should become a part of every woman's personnel record for future reference.

2. There should be more counseling on child-care problems before a woman is hired. The number and ages of her children, and provision for their care, should become a permanent part of each woman's personnel record. Rigid standards of what constitutes adequate child care should be conformed to in assigning women to jobs requiring considerable training. This can be justified on the basis of knowing that 19 ~~out~~ of the 35 25~~, or 54~~ (54.3 percent) ~~of the~~ women leaving for child-care reasons in September and October~~,~~ were employed three months or less.

c+2c

HOURS AND SHIFTS

1. Women with young children should be allowed to work the day shift until there is 24-hour care for children in the community.

2. There should be as much leniency as possible in allowing women to work ~~six~~ 6 days a week with Sundays off. The system of rotating the days off is believed to contribute to turn-over among women because -

(a) Women whose husbands have Sunday off are likely to find that their husbands object to their working on Sundays.

(B) Absenteeism among women usually is high every seventh week when they must work a 10-day stretch before getting a day off.

(c) There are no facilities for child care on Sundays, so women with young children should be allowed to have Sunday off at least until such facilities are available.

c+2c

WAGE RATES AND RECLASSIFICATIONS

1. Increment increases for Group ~~2~~ II workers are possible at the end of 30 days, whereas it takes 18 months for a CAF worker to become eligible for an increment increase. This creates dissatisfaction among storekeepers, who are in constant touch with Group ~~2~~ II workers. The general feeling is that it is the slowness of promotion rather than the low base pay that makes women lose interest in their jobs as storekeepers and messengers. Reducing the time for increment increases among CAF workers undoubtedly would lessen turn-over in this group.

2. Another method of reducing turn-over among storekeepers assigned to toolrooms and stockrooms in the Assembly and Repair Department would be to place them on an equal pay basis with Group ~~2~~ II jobs demanding comparable skill and ability. The nature of the job probably prohibits a journeyman's rate, but it should be possible to justify a ceiling of helper maximum on this work. Since many

see red correction

storekeepers make minor repairs on tools, electric cords, etc., this Group ~~2~~ II classification would not be a misassignment.

3. There are women employed in the parachute shop and on fabric and upholstery work, who are in Group III classifications, these being woman-employing occupations since before the war. Aside from these there are only ~~two~~ 2 women in the Assembly and Repair Department with Journeyman's ratings; one is a radio mechanic and the other an electrician. Though the training department has set up a practical method whereby a woman may get her journeyman's rating, she must be recommended for such training by her supervisor. Since only ~~two~~ 2 women are so rated, this may indicate discrimination against women on the part of supervisors empowered to make recommendations. Job classification records should be checked by the training department, and when a woman has attained the helper maximum rating her eligibility for journeyman's training should be discussed with her supervisor. The supervisor should either recommend her for this training or refuse recommendation, valid reason in writing.

DISCHARGES

About ~~Seventeen~~ 17 (16.9) percent of the terminations from the entire Station and ~~20~~ ~~21.1~~ 19.7 percent of the terminations for Assembly and Repair were due to discharges. This seems abnormally high. ✓ ✓

1. More attempts should be made to work out remedies for irregular attendance and unauthorized leave before they become chronic. There may be legitimate reasons for such irregular attendance among women with household and family responsibilities, which could be worked out if more effort ~~was~~ were made to do ~~so~~ so.

2. The majority of those discharged for failure to return or irregular attendance had been employed the very short time of less than 15 days and under one or two months. This would indicate need for more careful screening of applicants.

of applicants.

3. There should be a uniform administration of the policy on discharging workers for irregular attendance or unauthorized leave.

4. A person's efficiency rating can be lowered by poor attendance to the extent of being a basis for discharge. In this connection there should be some distinction between avoidable and unavoidable absence. This is particularly true among women who have family responsibilities that may be the cause of absenteeism. For instance, child-care agencies refuse the care of children when they are ill and this may be the cause of frequent absenteeism among mothers.

5. Some of the discharges are due to "failure to qualify". It may be that some supervisors are basing their estimates of individual perfomance too much on pre-war standards of production while dealing with women who may take longer to attain full efficiency on the job.

c & lc

REST-ROOM FACILITIES AND REST-ROOM PROCEDURES.

1. A complete survey should be made of all rest-room facilities for women, showing the size, number of wash basins, toilets, lockers, tables, benches, stools, soap-dispensing machines, cots, provision of heat, showers, and so forth. The condition of equipment and facilities and state of cleanliness should be noted. Included should be the number of women on each shift who use each rest room.

2. Each department or division should work out a policy on rest periods and use of rest-room facilities. Determination of whether it is more practical to have all women leave at one time or take their rest period at the convenience of their work is dependent on the available facilities and the nature of the work of the division.

3. Regulation or rest-period time in rest rooms should not be left to the matrons but should come under the supervision of the woman's shop coordinator.

WORKING CONDITIONS,

1. A high incidence of colds was found among storekeepers who left the Station. The Bureau of Yards and Docks has specified that the temperature of storehouses must be between 45 and 55 degrees. If women are to work all day in this temperature it is essential that they have adequate means of getting warm in an easily accessible room.

2. Low portable platforms or steps should be provided and used where women are doing work that requires climbing in and around planes. This will reduce the strain of climbing up on the planes and the jar caused by jumping down.

3. There should be provision for more rolling stands for moving heavy parts on which women are working. This would eliminate much of the heavy lifting that women are doing in some of the shops.

4. In some shops there could be provision for more chairs with backs where women are seated all day at their work.

5. In the engine-overhaul division better washing facilities should be provided, as much of the work is very dirty. There should be showers and a place where workers can change and store their work clothes.

6. The illumination is substandard in several of the Supply Department storehouses. New shelving has been the partial cause. Adequate light should be provided as soon as possible because storekeeping involves much paper work and stock must be quickly and correctly identified.

All below

c + lc

TRANSPORTATION.

1. Arrangements should be made for direct bus service between the Plaza and the ferry landing at the changes of all shifts, to avoid the necessity of having to make so many bus and streetcar transfers.

2. There should be more parking space on the San Diego side of the ferry landing.

3. There should be additional shelters on the ferry landing on each side so that workers will not get wet from standing in the open waiting for the ferry. This would reduce the number of those suffering from chronic colds and possibly bring about a decrease in the number leaving for personal illness.

c + lc

MATERIAL SUGGESTED FOR INCLUSION IN INDOCTRINATION COURSE FOR WOMEN.

Welcoming talk.

Give data material such as safety booklets, personnel booklets, etc., and current issues of any plant publications. Explain that material in booklets will be gone into in detail orally.

see next

Relation between civilian employees ~~on~~ in Civil Service and the Navy.

Explain departmental set-up and the work of each department in relation to the production aims of the whole.

Explain line of civilian authority.

Yard and shop coordinating or counseling system for women.

Personnel policies: Sick leave, annual leave, vacations, safety, medical procedures, wages and salaries, suspensions and discharge, grievance procedure.

Training, advancement, and transfer. Efficiency-rating system.

Aircraft nomenclature.

Navy Line Authority.

Safeguarding military information.

Information of value to women on: Housing, transportation, rationing, child care.

Identification badges: Explanation of numbers and information printed thereon, what to do if forgotten, etc.

Musters and reinstatement policies.

Dispensary: Type of service, proper method of being admitted, compensation.

Safety talk by woman safety coordinator. Clothing regulation, etc.

Personal information:

Conduct on job.
Rest-room loafing.
Relation between men and women on the job.
Food.
Rest habits.
Physical cleanliness and care.

Station tour.

Why Sept 1 & 30 the same. Easiest way out is to omit day on 2d tab.

Wonder whether "non-whites" are women or both sexes. Perhaps not important.

See line 5 of #1 also conflict in dates below (Typist disregard latter)

NUMBER EMPLOYED AND LABOR SUPPLY

Before Pearl Harbor women were employed chiefly in the parachute shop and fabric shop as power-machine operators, hand sewers, and so forth. There ~~was~~ has been a gradual expansion in women's employment until they now are employed in almost every type of work on the Station. Out of a grand total of 7,110 employees in September 1943 there were ~~2,691~~ 2891 women, ~~or~~ so women composed 40 percent ✓ of the work force. ~~below says 2891~~

It was estimated that women would ultimately compose 60 to 65 percent of the work force. The table below shows that in recent months more women than men are being hired.

(1943)	TOTAL EMPLOYED		SEPARATIONS		ACCESSIONS	
	All Employees	Women	All Employees	Women	All Employees	Women
Sept. 1	7,110	2,891	685	329	682	360
Aug. 1	7,113	2,860	630	301	879	453
July 1	6,864	2,708	474	247	757	407
June 1	6,581	2,548	467	NR	705	NR

(NR - No records maintained on separations and accessions by sex prior to June 1943.)

EMPLOYMENT BY CIVIL SERVICE CLASSIFICATION, SEX, AND COLOR - SEPTEMBER ~~30,~~ 1943 ~~Sept 1~~ ?

	Total	Women	Nonwhites
Group II	2,687	1,847	575
Group III	2,644	130	76
Group IV~~A~~ a	240	4	5
Group IV~~B~~ b	1,539	910	10
Total	7,110	2,891	666

See checker's changes & H's note

Checker: Table checks if changed as indicated. Don't know why N.R. put in. H

Employment by Department, Sex, and Civil Service Classification - September ~~30,~~ 1943

Department	Grand Total		Group II		Group III		Group IVa		Group IVb	
	Total	Women	Total	Women	Total	Women	Total	Women	Total	Women
			~~?~~	~~1610~~	~~2540~~	~~2~~	~~2~~	~~2~~	~~1193~~	~~889~~
Total	7,110	2,891	2,687	1,847	2,644	130	240	4	1,539	910
Assembly and Repair	4,350	1,820	2,023	1,418	1,807	97	158	4	362	301
Public Works	949	180	362	99	451	29	40	–	96	52
Supply and Accounting	1,082	598	229	89	180	4	32	–	641	505
Naval Air Center	279	35	73	4	102	–	10	–	94	31
Administration	450	258	~~NR~~	237 ~~NR~~	104	–	~~NR~~	~~NR~~	346 ~~NR~~	21 NR

H

NUMBER EMPLOYED AND LABOR SUPPLY

Peak employment: It is estimated that peak employment of 15,000 will be attained in January 1945. This will more than double the September 1943 work force of 7,110.

Source of Labor:

Enlisted men are employed throughout the Station working side by side with civilian personnel. The Station may have a ratio of one enlisted man to every civilian. Some WAVES are soon to be brought into the shops as production workers and they will be counted as part of the military personnel.

No outside recruiting is being done because there is no housing for new workers brought in from outside San Diego. The 11th Naval District Labor Board never has done any recruiting out-of-state for the Station.

A great number of the workers ~~presently~~ now employed came from the midwest and southwest, including such States as Illinois, Missouri, Oklahoma, Arkansas, Kansas, and Texas. It has been found that turn-over is ~~apt~~ likely to be higher among this group. A number of women who formerly worked at Consolidated-Vultee in San Diego are now working at the NAS.

Terminations of women in Sept. (p. 21)

	II	III	IV b	Total
A & R	165	2	42	209
Supply	23	1	68	92
Pub. Wks.	2	1	—	3
	190	4	110	304
Total from top of table	225	4	100	329
Difference	−35	—	+10	−25

(i.e., 10 more in details than in total)

Does this indicate an error, & of what character?

MKA — Seems to be something wrong, but what is it? H

3	1,8[illegible]	97	76	4.2	2	2.1
4a	158	4				
4b	362	301	46	12.7	42	14.0
Total	4,350	1,820	406	9.3	209	11.5

Supply and Accounting Department

Group 2	229	89	48	21.0	23	25.8
3	180	4	9	5.0	1	25.0
4a	32					
4b	641	505	70	10.9	68	13.5
Total	1,082	598	127	11.7	92	15.4

Public Works Department

Group 2	362	99	56	15.5	2	2.0
3	451	29	20	4.4	1	3.4
4a	40					
4b	96	52	4	4.2		
Total	949	180	80	8.4	3	1.7

Note. — ~~The~~ This table ~~above~~ is based on employment figures supplied by the central personnel office of the Station. Total ~~exceeds~~ of women's separations exceeds the sum of the three departments; for IV b, however, ~~dots~~ depts exceed total.

This penciled comment should be omitted if possible by correcting error (?). H

3 Depts do not total to ~~total~~ at top

~~415 Why not seps 8? Others (86?) in October apparently.~~

TURN-OVER RATES BY DEPARTMENT, SEX, AND CIVIL SERVICE CLASSIFCATION, ~~f~~ September 1943

~~[illegible] 8.20~~

Civil Service classification	Number of Employees: Total	Women	All Separations: ~~Total~~ Number	Turnover rate	Women's ~~Women~~ Number	Turn-over rate
			Total (see note)			
Group 2 II	2,687	1,847	413	15.4	225	12.2
3 III	2,644	130	122	4.6	4	3.1
4a IV a	240	4				
4b IV b	1,539	910	150	9.7	100	11.0
Total	7,110	2,891	685	9.6	329	11.4

Assembly and Repair Department

Group 2	2,023	1,418	284	14.0	165	11.6
3	1,807	97	76	4.2	2	2.1
4a	158	4				
4b	362	301	46	12.7	42	14.0
Total	4,350	1,820	406	9.3	209	11.5

Supply and Accounting Department

Group 2	229	89	48	21.0	23	25.8
3	180	4	9	5.0	1	25.0
4a	32					
4b	641	505	70	10.9	68	13.5
Total	1,082	598	127	11.7	92	15.4

Public Works Department

Group 2	362	99	56	15.5	2	2.0
3	451	29	20	4.4	1	3.4
4a	40					
4b	96	52	4	4.2		
Total	949	180	80	8.4	3	1.7

Note. – ~~The~~ This table ~~above~~ is based on employment figures supplied by the central personnel office of the Station. Total of women's ~~exceeds~~ separations exceeds the sum of the three departments; for IV b, however, ~~do~~ depts exceed total.

This penciled comment should be omitted if possible by correcting error (?). H

HIRING PROCEDURE AND EXIT INTERVIEWS

The 11th Naval District Labor Board in San Diego serves all Naval activities in the San Diego area and in Arizona around Phoenix and Tucson. The Naval Air Station and the Naval Supply Depot in San Diego are the two largest employers of women serviced by the Board. The Labor Board is located a short distance from the ferry landing on the San Diego side at 502 Kettner Boulevard.

The Labor Board has a representative at the USES who makes referrals direct to the Naval Air Station. Since the new West Coast Manpower Control program went into effect, 50 to 60 percent of the workers clear through the USES primarily to get their availability certificates. North Island is one of the industrial plants in San Diego with the highest labor priority.

Labor Requisitions

Most women come into the Naval Air Station on either the classified laborer register or mechanic learner register. There is a labor requisition for an unlimited number of female mechanic learners (IVb) for the Assembly & Repair Department. Aside from that, new requisitions are continually sent in for specific numbers of workers in different job classifications. These requisitions are made out for ~~ten~~ 10 workers at a time, but if more than ~~ten~~ 10 workers are needed additional requisitions for ~~ten~~ 10 are merely submitted at the same time.

When a person comes in with qualifications for work other than that for which there is an outstanding requisition, the person is referred to a department or division on the Station for an interview. If the department or division wants the person, a special requisition requesting that person is transmitted to the Labor Board.

New orders for IVb's come in every day. These same orders are given to the USES. The Labor Board is usually able to fill only about one-third of the requisitions from the Station. On November 17, 1943, there were the following outstanding requisitions on file from the Naval Air Station:

	Total 238
Electrician, Int.	11
Electrician, Min.	6
Machinist, Int.	5
Radio Mechanic, Int.	10
Metalsmith, Aviation, Int.	10
Sheetmetal Worker, Int.	10
Automotive Mechanic, Int.	33
Die Sinker, Min.	10
Sandblaster, Min.	13
Laborer, Classified, Max.	45
" , " , Int.	12
" , " , Min.	7
Mechanic Learner, Min.	66
	~~238~~

From observations at the Labor Board it seemed that the labor needs of all departments and divisions could have been planned farther ahead and labor requisitions submitted farther in advance of immediate needs. This would enable the Labor Board and placement officers to carry on a more intelligent selection and placement of new workers.

Civil Service Requirements for work at Naval Air Station

Mechanic Learner~~s~~

indent

Education: ~~Eighth-grade graduate~~ Assembly and Repair and Public Works require an eighth grade ~~education~~ graduation for mechanic learners, although some exceptions are made. The Supply Department does not require this.

Age: Boys cannot be taken in as mechanic learners unless they are over 16 years but under 17½ years of age. They must be able to put in a full six months on the Station before there is a possibility of their being drafted. Girls 16 sixteen years of age are hired if they are married or have completed high school. There is no maximum age limit.

Citizenship: Must be a citizen~~s~~ of the United States.

Weight: Maximum weight allowed is 2.6 pounds per inch, and minimum weight allowed is 1.4 pounds per inch.

101 lbs. for 6-ft!

A mechanical aptitude test ~~used to be~~ formerly was given all mechanic learners but this has been discontinued. It did not prove a good criterion of a person's all single sp?

actual mechanical ability. As an experiment one of the best foremen in one of the shops took the test and failed.

Laborer, Classified

indent ?

Age: Minimum age of 18. Girls who are 16 will be hired if they are married or have completed high school.

Citizenship: Must be a citizen of the United States.

Physical~~ly~~ ~~fit~~ condition: There is no weight limitation on laborers, but they must be physically fit.

Education: There is no educational requirement. Many of those applying now ~~do~~ have not ~~have~~ had an eighth-grade education. Some cannot read or write, and they must pass a test to distin~~q~~guish such signs as "Danger", "Keep Out", and so forth.

sp

Availability certificate: All workers must have an availability certificate in conformity with the West Coast Manpower Control program. The Labor Board has power to write availability certificates if the person has a release from his former employer but no certificate. If he has no release papers he must go to the USES for clearance.

Felony record: The Civil Service Commission says that a person who has committed a felony shall not be barred from employment unless he has served one year and one day. However, the NAS will not accept anyone who has been convicted of a felony even though he has not served time of one year and one day.

Physical requirements: Preemployment physical examinations are given both at the Labor Board and the dispensary ~~at~~ of the NAS. Physical examinations are not given before a person has been accepted for appointment. Referrals of mechanic learners are made to A & R before the physical exam because the station does not want to give physical examinations to persons who will not be hired.

At the present time the physical examinations are not very thorough. There are a number of examples of ~~where~~ women who weigh certified for "arduous" duties ~~had~~ having left ~~to leave~~ the Station after a month's or two months' employment because of personal illness or inability to perform the duties of the job. Many of these women had doctor's certificates to substantiate their inability to continue work.

Women are accepted for "moderate" duties but the NAS must certify that it will accept the worker and it may qualify the conditions of employment. Those certified for less than "arduous" duties are sent to the dispensary for an examination. The medical officer checks with the shop in which the person is to be employed to find out if the work will be detrimental to the person's health. There must then be a medical referral from the Labor Board on a Form 328 for all who do not meet the standard physical requirements. The appointing officer must sign the form and certify that the person will be accepted.

A copy of the form is kept at the Labor Board and in the departmental office, but no record of the nature of the person's health defect is kept in the shop office where the person is employed. The foreman is orally ~~verbally~~ tld of the person's not meeting the physical requirements, but there is no record of this for future reference by a ~~other~~ foreman who may want to shift the person to ~~on~~ some other type of work.

More men than women are rejected on physical requirements. Hernia and heart trouble are the main causes of disqualification among men. The following are some of the types of physically handicapped employed:

Hypertension
Defective vision
Hernia
Deafness (total)
Blind in one eye
Stiff knee
Hard of hearing
Short leg

Hunchback deformity
Artificial limb
Finger missing
Hand amputated
Arm amputated
One eye missing
Webbed fingers

Intake procedure

Receptionist: The receptionist gives the person a Civil Service Form 60 to fill out, and later checks it to see if it is filled out properly. Many of the women coming in know practically nothing about the work at the NAS, and very little explanation is made of the work by the receptionist, who is not ~~too~~ very familiar with the work at the station.

The receptionist has recently started asking women what provision they have made for care of their children, and each woman is asked to fill out a form showing the numbers and ages of the children and how they are cared for. This form goes to the Civilian Personnel Division of the Labor Board for special survey purposes and it does not become a part of the woman's personnel record. None of the records show the marital status of the women, nor the numbers and ages of their children, or any other dependents.

Bar and Flag File: After the woman has filled out the application form, her record is checked against the "bar and flag" file. This file contains the name of every person in the United States who has for some reason been barred from further Civil Service appointment.

Rating Examiner: The rating examiners check the Civil Service application, availability certificate, age, citizenship, previous experience, and so forth. On the basis of this, he declares a person either "eligible" or "ineligible" for employment and places the person in a certain job classification. Applicants are no longer rated within a job classification, because there are no registers to draw upon, and every person is ~~just~~ simply declared "eligible" or "ineligible."

Employment references cannot be checked before the person is employed, but they are checked later.

If a person is born in the USA, a birth certificate~~s~~ ~~are~~ is not required because of the close check through Naval Intelligence.

The rating examiners have been through the shops at the Station so they know more about the work than the receptionists know, and are in a better

position to explain the nature of the work to the applicant. However, they should know more about the work in the various shops if hiring for the NAS is to be more centralized.

Fingerprinting, Naval Intelligence, etc.: Those who are hired directly at the Labor Board are fingerprinted, given their oath of office, given their declaration of appointee, and their papers are checked at the District Naval Intelligence office before referral to North Island. It takes one to two hours to check a person's papers through the District Intelligence Office. Those who are sent over to North Island for an interview before being hired must come back for all these steps in the hiring process before their papers are completed.

Referrals and Placement from the Labor Board

The Supply Department and Public Works Department have the Labor Board hire all employees directly. The placement on a specific job, of course, takes place after a person gets to the N.A.S. ~~Cap. points See, p 24~~ also below

The Assembly and Repair Department wants to screen all its own employees except ~~for~~ laborers. Laborers are hired directly at the Labor Board. Laborers are then sent to the Central Personnel Office of the NAS, where the nature of the work they will be doing is explained more fully, they are told about the combat team system which involves Sunday work, and are told about the change of shifts every three months. If a woman cannot work Sundays or cannot work nights, she is then shifted over to some other Department where this will not be necessary. (This is a new procedure which was put into operation during the course of the turn-over survey.) If the woman finds that she can work as a laborer under the conditions set forth, she is referred to the A & R personnel office for assignment to some particular division or shop where laborers are needed. The work is either shown to her or explained to her and the actual job assignment made in the shop.

Aside from laborers, all ~~other~~ applicants for A & R are sent to the A & R personnel office or vestibule shop for further interview before they are ~~ever~~ hired at the Labor Board. All female mechanic learners are sent to the vestibule shop for an interview. They are asked if there is any special type of work that they are interested in, and if there is, an attempt is made to place them in training for that work. Most women have no idea as to what type of work they want to do, so they are assigned to the training class where there is the greatest demand for new workers and where the person seems most suited on the basis of past experience. This vestibule shop has not found that women object to one type of work more than another.

For several months the vestibule shop tried letting the women look around at the different types of work available before assigning them to a training class. It was found that this did not work out so well because sometimes a woman would see a type of work that she wanted to do, and there were no openings in those training classes. Women were also likely ~~apt~~ to make up their minds prematurely that they would or would not like certain types of work.

During the vestibule-shop interview the women are ~~also~~ told about the combat team system, rotation of shifts every three months, wearing of safety clothing, wage rates and promotions, tardiness, etc. They are asked about provision~~s~~ made for caring for their children if they have children, but not much detail is gone into on this, and little attempt is made to work out individual child-care adjustments. The women are asked to have all personal matters taken care of before reporting for work.

If a woman can only stay a couple of months because her service husband may be transferred, the vestibule shop prefers not to take her, but ~~so~~ many women cannot anticipate when their husbands may ~~might~~ leave. Some applicants decide not to work in A & R as a mechanic learner because they do not want to work nights, do not want to work Sundays, or they decide they do not like the work. Some of those interviewed are merely shopping around for jobs, and about 25% of those shopping around do come back later. If a woman decides she would rather ~~sooner~~ do office work than shop work she is sent to the central personnel office for an interview. Or if she seems more qualified or interested in a classified laborer's job she is referred to some shop in A & R where there are openings for female laborers.

The actual job placements are handled differently in the various departments at the NAS. Placements are usually made by the supervisor of trainees, the division superindentent, or the foreman. Sometimes those claiming special skills are asked to demonstrate the work they can do before being given a final job rating.

None of the departments have written job descriptions or requirements, and the qualifications that ~~which~~ a person should have for a certain type of work are wholly a matter of individual observation or oral ~~verbal~~ information passed on from one person to another. It is recommended that a brief description be made of all jobs performed by women in the various departments, divisions, and shops. Minimum and maximum requirements should be established, or any other qualifying features for women to work in a particular job. This should then be used by all persons having anything to do with the selection or placement of new workers.

Woman's Counselor

II III ~~not consistent~~

All Group ~~2~~ and ~~3~~ women coming into A & R are supposed to report to the woman's counselor. She is to counsel the women on child care, work-clothing regulations, housing, transportation, etc. (See section on women's counselors.) p. 2,

IVb Employees

The IVb employees are handled through a different procedure from those of ~~than the~~ Group II and III workers. They are referred from the Labor Board to the central personnel office at the NAS, where they are interviewed again and assigned to a

specific shop or division. All the personnel records for IVb workers are kept in the central personnel office. Personnel records for Group II and III workers are kept in the departmental and divisional offices.

If a person is sent from the Labor Board as a IVb and it is decided that she should be in a Group II or III classification she must go back to the Labor Board to fill out a whole new set of papers.

General Comments on Hiring Procedure

It is estimated that 50% of those referred from the Labor Board to the Station are never hired because of the long and involved hiring procedure. It takes about one day to go through all the steps of the hiring procedure, the trip back and forth on the ferry being very time-consuming. From November 4 to November 15 inclusive, 162 referrals were made from the United States Employment Service to the NAS, but only 33, or 20%, reported to the Station. There is no information as to what happened to the others.

Exit Interviews

Under the A & R Department Order 33b, supervisors must first attempt to affect an adjustment to keep an employee when he declares intention to resign. This should be done through possible "reassignment to other work, by a transfer, or otherwise." If the supervisor can make no adjustment, then the Division Superintendent is to take up the matter with the employee. If he, too, fails, then an official letter of resignation is to be prepared stating the "full reason" for terminating as obtained from the employee. In some exceptional cases even the A & R Officer or the A & R Executive Officer may talk to an employee when the reason for leaving is questioned and there seems some possibility of salvage.

All workers leaving the Station are supposed to go through the exit interview office of the central personnel department for the NAS. In actual practice 20% to 25% get off the Station without such an interview. In July, August, and September 1943, 21.3%, 22.4%, and 26.2% of those leaving the Station

get off without an exit interview at central personnel. Those working Sundays, those working the night shifts, and those with special passes because of being servicemen's wives, can get off the Station without clearing through this office, and ~~this~~ that is the group missed.

At best, the personnel office does not get to see the person leaving until she has already cleared through 13 other places and is practically off the Station. This makes the possibility of salvage negligible.

(See recommendations on Hiring Procedures, and Transfer and Exit Interview Bureau.)

1st sentence

INDOCTRINATION OF FEMALE EMPLOYEES

The chart of terminations by duration of employment shows that 11.1% of the women who quit ~~having~~ left under 15 days; 19% ~~left~~ after 15 days but less than one month; 20% ~~left~~ in their 2d ~~two~~ months; and 13.5% ~~left~~ in their third ~~three~~ months. ~~Thus~~, 63.6% left with three months or less in duration of employment. This is an abnormally high proportion leaving with such a short span of employment. The Aircraft War Production Council turn-over report for Pacific Coast aircraft plants for the month of September 1943 shows that 22.59% of the women leaving those plants left within the first three months of employment, and 25.84% left within the first four months of employment. The latter figure is to be compared with the 73.5% of the women at North Island who left within the first four months of employment.

At ~~the~~ present ~~time~~ the only women getting any formal indoctrination or induction training are the inexperienced mechanic learners coming into the Assembly and Repair Department who go through the Vestibule Shop. None of the laborers coming into Assembly and Repair, and none of the mechanic learners or laborers coming into either the Public Works Department or the Supply Department receive any formal indoctrination.

Certain shops have an informal indoctrination of individual workers by the Division Superintendent, supervisor of trainees, personnel assistant, or foreman. The person may be taken out into the shop and shown the different types of work on which women are employed. Shop regulations, child-care problems, transportation, housing, etc. may be discussed. However, there is no uniform plan for such individual indoctrination and it is not systematized for complete coverage of all women coming onto the Station.

It is believed that turn-over among new employees could be appreciably diminished through an indoctrination of at least one day of all new female workers in Group II and III positions, and storekeepers and messengers. The value of such induction training in adjusting new workers to their surroundings, developing ~~an~~

an understanding of the industrial establishment, impressing them with the importance of their work and their staying on the job, and giving them information on regulations and procedures is recognized by many large industrial establishments.

The Assistant Secretary of Navy's Office sent out a suggested induction training schedule on Sept. 7, 1943. The Commandant's Office of the 11th Naval District transmitted a copy of this to all District activities employing civilian personnel. (See ~~attached copy~~ following)

An outline of suggested points to be covered in an indoctrination program for women has been included in the recommendations from the WB to the Station.

go on

Pages 33a to 33d follow.

COMMANDANT'S OFFICE
ELEVENTH NAVAL DISTRICT
SAN DIEGO, CALIFORNIA

ND11/L1/HE(12)
A16:ks
Serial V-850

21 September 1943

MEMORANDUM

To: All District Activities Employing Civilian Personnel.

Subj: Induction Training.

Ref: (a) AstSecNav(SED) ltr SOSED-1B-SCW dated 7 September 1943.

A

1. The text of ref. (a) and its enclosure is quoted for information.

"Enclosure: (A) Mimeographed statement and outline of induction training.

"1. Induction (Indoctrination) Training for new employees is of great importance now that increasing numbers of wholly inexperienced new workers are being employed at the navy yards and other shore stations. Where such training has already been established its value has been fully demonstrated.

"2. Enclosure (A) herewith is forwarded for its possible suggestive value to local management in connection with the organization of induction training.

/s/
Frank Cushman
By direction

ENCLOSURE (A):

"SOSED-1B-SCW
7 Sept. 1943

INDUCTION TRAINING FOR NEW EMPLOYEES

"OBJECTIVES.

There are at least four principal objectives which should be recognized in connection with a Program of Induction (sometimes called Indoctrination) Training for new employees, as follows:

1. To develop a general understanding of the organization of the Naval Establishment with special emphasis upon the functions of the Navy Yards and other Shore Stations and their services to the Navy.
2. To assist new employees in becoming acquainted with their new surroundings and adjusting themselves to their new working environment.

~~(Over)~~

3. To develop, on the part of new employees, a proper realization of the importance of their jobs and the contribution they will make to the war effort.
4. To provide new employees with needed information concerning rules, regulations, and procedures to be observed by them in their employment and to develop an understanding of all essential points.

DISCUSSION

For the attainment of these objectives, the outline which follows is intended to be suggestive only. It may, however, be pointed out that there appear to be definite advantages in presenting the topics outlined for the first three sessions, totalling 4 hours, as soon as possible subsequent to employment - preferably the first day on the job. Also, there would probably be some advantages in deferring the material listed for the fourth session until the second or third day of employment - possibly even later. It is further believed that a presentation of the topics listed for the fifth session will be most profitable if held over until about the second week on the job. Occasional additional sessions may well be arranged for at appropriate and convenient intervals to further the morale-building effort. Such additional meetings, utilizing appropriate motion pictures, lectures and informal talks to help keep the organization "pepped up," need not be restricted to new employees but might well be made available to older workers also.

SUGGESTED OUTLINE OF INDUCTION TRAINING COURSE.

1. **First Session** - Group meeting (90 min.) for all new employees - **First day.**

Subject: The Naval Establishment, Navy Yards and other Shore Stations and the services rendered by them to the Navy.

a. Presentation of the general topic	20 min.
b. Motion picture suitable for general topic *	30 min.
c. The job of this yard (or station)	20 min.
d. Motion Picture - "Safeguarding Military Information"	10 min.
e. Explanation of plans for subsequent meetings	10 min.
Total	90 min.

2. **Second Session** - Group meeting (90 min.) for all new employees - **First day.**

Subject: General Information for New Employees.

a. Working hours; checking in and out; lunch period; shift assignments; time cards,	15 min.
b. Rules and regulations; identification; traffic; parking; work clothing	15 min.
c. Safety - talk by Safety Officer	15 min.
d. Motion picture on Safety and Accident Prevention	15 min.

- -

e. Plant security - identification; smoking; fire prevention	15 min.
f. Location and use of cafeteria; rest rooms; first-aid and medical facilities; air-raid shelters	15 min.
Total	90 min.

*3. **Third Session** - Group meetings (60 min.) for each shop to which new employees are to be assigned - First day.

Subject: Specific Shop Information for New Employees.

a. General explanation of work of shop	10 min.
b. Explanation of shop organization	15 min.
c. Special shop rules and regulations	15 min.
d. Location of tool room and system used for caring for tools	10 min.
e. Stowage of street clothing and personal belongings	10 min.
Total	60 min.

*4. **Fourth Session** - Group meeting (90 min.) for all new employees - Second or Third day.

Subject: Specific Plant Information for New Employees.

a. Wages; overtime; pay days; deductions from pay, etc.	20 min.
b. Leave regulations - sick leave and annual leave	20 min.
c. Efficiency ratings	20 min.
d. General plant organization	30 min.
Total	90 min.

*5. **Fifth Session** - Group meeting (90 min.) for all new employees - during Second Week.

a. Civil Service regulations	20 min.
b. Retirement pensions	20 min.
c. Employee's services	20 min.
d. Other essential information and questions	30 min.
Total	90 min.
GRAND TOTAL	7 hours.

*The following motion pictures, now available, are suggested:

The Navy Ashore	MN-140
Ships of the U. S. Navy	MN-13
Planes of the U. S. Navy	MN-12

2. Should any activity in the District be interested in the development of such a program and desire assistance in this connection the service of either Lt. R. W. Miller, USNR, Liaison Officer for Vocational Training, Long Beach, Calif., or Lt. W. G. Albrecht, USNR, Acting Vocational Training Officer, District Civilian Personnel Office, San Diego, Calif., is available.

F. P. TRAYNOR,
District Civilian Personnel Officer,
11th Naval District.

BY:
C. G. OSBORN
Lieutenant, USNR

Distribution
List "D"

HOURS

An ~~eight~~ 8-hour day, 48-hour ~~week,~~ ~~six~~ 6-day week, is the regular work schedule in the Supply and Accounting Department and Public Works Department. The Assembly and Repair Department has a "combat team" system of working ~~five~~ 5 days and having the sixth day off.

The usual day-shift hour schedules in all departments are: fol
7 ~~AM~~ a.m. - 3:30 ~~PM~~ p.m.; 7:30 AM - 4 PM, 7:45 AM - 4:15 PM, 8 AM - 4:30 PM. Exceptions are bus drivers, who may choose 6 AM - 2:30 PM & 9 AM - 6 PM.

l.c. all am & pm

The most common swing-shift schedules are:

3:30 PM - 12 PM
3:45 PM - 12:15 AM
4 PM - 12:30 AM
4:15 PM - 12:45 AM

Overtime

In the machine division of A & R the work schedule is from 7 AM - lc 4 PM and 4 PM - 1 AM, this division being on an 8½-hour ~~day~~ rather than an 8-hour day.

In the metal division of A & R there is now a ~~nine~~ 9-hour day with the day shift running from 6 AM to 3:30 PM and the swing shift from 3:45 PM to 1:15 AM. This ~~nine~~ 9-hour day was started in November 1943 because of a lag in work orders in the division. The intention is to keep the division on a ~~nine~~ 9-hour day only as long as necessary to catch up on the backlog of work. Starting at 6 AM and working 9 hours is optional among ~~the~~ women, but most of the women are working the ~~nine~~ 9 hours.

Supply Dept.: Although the clerks in the Supply Department are limited to a total of 48 hours a week, the storekeepers frequently work more than that. It is estimated that for any one woman there should not be more than three or four days of 1½ to 4 hours overtime in a month. This is supposed to be voluntary and if any woman objects to working overtime she is not to be required to do so. When there is extra work on Sunday, a workday is to be taken off the following week. It is said that overtime cannot be avoided because when a ship comes in

Combat Teams

the material aboard must be taken care of at once. There is also overtime when an inventory crew comes in, about three times a year.

Office hours are usually from 8 AM to 4:30 PM with one-half hour for lunch. Most offices are open only on the day shift, although some shop offices are open on ~~both~~ the swing shift and graveyard shift as well.

Combat team system in A & R:

In the A & R Department there is a "combat team system" with ~~five~~ 5 days of work and the sixth day off, the day off varying each week over a ~~seven~~ 7- week period. However, Monday is the one day of the week when all workers must report for work even though it happens to be their day off. This means that once in ~~seven~~ 7 weeks the employees work ~~ten~~ 10 consecutive days before getting a day off. It also means that the employees only get ~~one~~ 1 Sunday off in ~~Seven~~ 7 weeks. Five-sixths of the work force is working any one day except Monday, when everyone works. Below is a schedule of the combat team system:

5? (see yellow)

(?

S	M	T	W	T	F	S
X	w	w	w	w	w	X
w	w	w	w	w	X	w
w	w	w	w	X	w	w
w	w	w	X	w	w	w
w	w	X	w	w	w	w
w	w	w	w	w	w	X

w - working day;

X - day off.

see yellow

M. K. A. should be written to about this. Obviously there is something wrong. H

There is an A & R regulation that a person cannot have Sunday off without working ~~just~~ first? a five-day week. In different shops some women are working from Monday through Friday. These are mainly women with young children who find it difficult to get someone to care for their children on Saturday and Sunday.

(?

~~There~~ was the feeling expressed by some that much of the turn-over among both men and women could really be attributed to the combat team system, employees objecting mainly to working on Sundays. However, this could not be

This page has errors if p. 35 is wrong.

combat team

given as an official reason for leaving because the combat team system is explained before a person is employed and it is an A & R policy.

The arguments in behalf of the system are that there must be a crew on hand at all times to render service at any time a ship happens to come in, and that ~~Also~~ it enables the women to get their shopping done more easily than if their day off were ~~was~~ on Sunday when the stores are closed. This supposedly cuts down absenteeism among women, but there was not agreement as to the extent to which this was accomplished.

Some of the production men objected to the combat team system because with one-sixth of the crew always off, it made planning of work schedules very difficult. There are no Sunday child-care facilities in San Diego and this makes it difficult for women with young children to work Sundays. Mothers often want to be at home when ~~their~~ children and ~~their~~ husbands are home. Also, there are reports that it is difficult for women to work ~~ten~~ 10 full days without a day off, and this happens every seventh week. (2.

Shifts:

In the A & R Department workers rotate shifts every three months. If a person on the swing shift or graveyard shift wants to remain on that shift he may do so. In exceptional cases women have been allowed to work permanently on the day shift when ~~there~~ it would be a great hardship for them to rotate shifts.

There is a 6¢ bonus for night work after 6 PM.

80.~~2~~1% of the women in A & R are on the day shift, 19.4% on the swing shift, and 0.~~4~~5% on the graveyard shift as shown below:

Female employees in Group II and III positions, Oct. 20, 1943:

		Percent
Day shift	1,214	~~80.2%~~ 80.1
Swing shift	294	19.4%
Graveyard shift	7	~~0.4%~~ 0.5
		100.0%

Public Works: Public Works employs women only on the day shift except in emergencies. If they are asked to work nights, transportation is provided home.

Supply: Supply and Accounting employ women on both ~~the~~ day shift and swing shift.

Lunch periods: There are 30- ~~thirty~~minute lunch periods for workers in both ~~the~~ shops and offices.

Rest Periods: Ten-minute and fifteen-minute rest periods of fixed duration are the most common. In some shops all workers take their rest periods at a specified time in the morning and afternoon. In others the workers take their rest periods at their convenience within a general span of time. Shop policies regarding rest periods were not always so clear.

In the A & R Department the workers are not allowed to drink coffee during their rest period because it was found that too much time was wasted. In the Supply Department there is a lunch room in the main supply building where hot coffee, tea, doughnuts, cup cakes, etc. are served during the rest periods as well as the noon hour.

S is sometimes a cap

Part-time employment: There is a station order that no one can work part time without the permission of the Commanding Officer. There is the feeling that more man hours will be lost than gained by allowing part-time employment, because so many women now working full time would want to work ~~just~~ only part time.

Some school boys who worked full time during their summer vacation are now working part time. However, no where on the Station are women employed part time. SP.

Hours preferred by women: In one shop where there are only women employed aside from male supervisors, an informal poll was taken on women's preference~~s~~ as to hours and work schedules. Practically all ~~of~~ the women expressed a preference for working their 48 hours in a five-day week so that they could have two consecutive days off. Women with children are particularly anxious to have Saturday and Sunday off. Some of the women said that under the 6- ~~six~~ day week they never really had a day off, because on their free day ~~off~~ they had so many personal and household chores that they often worked harder ~~on their day off~~ than when they were at the Naval Air Station. The leadingman in this shop thought absenteeism among women would be lowered considerably on a ~~five~~ 5-day-week work schedule.

RECOMMENDATIONS:

The following recommendations relating to hours, shifts, etc. were made to the Naval Air Station:

1) Women with young children should be allowed to work the day shift until there are 24-hour child-care facilities in San Diego. The turn-over figures for September and October showed the turn-over rate among women on the day shift 10%, whereas it was 12% among those on the swing shift.

2) There should be as much leniency as possible in allowing women to work ~~six~~ 6 days a week with Sundays off. The system of rotating the days off is believed to contribute to absenteeism and discharges due to "irregular attendance" because:

a) Absenteeism among women with household duties is apt to be high every seventh week when they must work a ~~ten~~ 10-day stretch without a day off.

b) Women whose husbands have Sunday off may find that their husbands object to their working Sundays.

c) San Diego child-care centers are not open Sundays, making it difficult for women with young children to keep on the job. Women with young children should be allowed to have Sundays off until there are Sunday child-care facilities.

3) Each department and division should work out a policy on rest periods and use of its rest-room facilities. Determination as to whether it is most practical to have all women leave at once, or take a rest period at the convenience of their work, is dependent upon available facilities and nature of work in the division. The division superintendent and woman's shop coordinator can best work out such a policy.

WAGE RATES AND UPGRADING

Women classified laborers are hired at a base rate of 76 cents an hour. Males are hired at 88 cents. However, the men and women who are laborers are usually placed on different types of work, so there is some justification for this differential. Classified laborers are then eligible for wage increases every 60 days. Women who wish to work in the crafts and are willing to take a lower pay rate while learning, are hired in as mechanic learners. Those assigned to the Assembly and Repair Department spend an initial training period in the vestibule shop for ~~sometimes~~ as long as six weeks in some cases. (See Vestibule Shop) Mechanic learners are assigned to the Supply Department without this training.

After completing their training in the vestibule school, those sent to the Assembly and Repair Department are assigned to divisions for placement in shops. The Public Works Department has no mechanic learners and the Supply Department has 27, as of October 31, 1943.

In the Assembly and Repair Department, the training of mechanic learners is handled by shop instructors. Each shop with the exception of the instrument shop has a shop instructor and each division has a supervisor of trainees for the whole division. These men are full-time instructors. (See Training.)

Reference Assembly and Repair Order No. 33B.

6.211: "Mechanic Learners, Helpers, Laborers and other in equivalent pay grades will be promoted at approximately two-month intervals until they reach the grade of maximum helper. Mechanic learners not considered qualified for promotion shall be recommended for discharge."

caporla

This stipulation that Mechanic learners must be promoted at the end of two months or be recommended for discharge is considered by some as contributing to turn-over. Others said that in actual practice, workers are generally upgraded even though not considered entirely eligible, so as to avoid discharge. Mechanic learners may be upgraded at the end of ~~thirty~~ 30 days if exceptional workers.

That the promotional policy is not strictly adhered to is shown by analysis of several terminations. One woman employed ~~eight~~ 8 months in shop 605 was still on mechanic learner intermediate rate. Another who terminated from the same shop, on the same pay rate, had been employed ~~seven~~ 7 months. Of mechanic learner intermediate terminations, one had been ~~six~~ 6 months in shop 186 and another ~~six~~ 6 months in shop 606. Of mechanic learner minimum terminations, one had been ~~five~~ 5 months in the machine division, the other ~~four~~ 4 months in the Supply department. One woman terminated after ~~fourteen~~ 14 months' employment and was still on the rating of helper minimum in shop 180. Among the terminations among laborer classified intermediates, one woman had been ~~nine~~ 9 months in shop 242, two were ~~six~~ 6 months in shop 995. Of the classified laborers minimum, three had been ~~four~~ 4 months in the yard, one in shop 504, two in the Supply department. More careful periodic wage reviews seem indicated.

The supervisor of trainees in each division keeps a detailed record of each employee for upgrading purposes. When each employee is eligible for rerating, the supervisor of trainees goes to the shop instructor and the shop foreman of the employee in question. After thorough discussion the employee is then put on the upgrading list. The supervisor of trainees takes this list to the foreman of the division with whom each case is discussed. The list is then routed to the division superintendent for his approval, If the foreman or division superintendent disallows such promotion, the reason for refusal is given to the shop foreman and shop instructor of the employee involved for transmittal to the employee. Occasionally there is a break in this procedure due to changes in supervisory personnel, but the policy is sound and is in ~~most~~ general~~ly~~ in operation.

When a mechanic learner in the Assembly and Repair Department has satisfactorily completed ~~six~~ 6 months' service and in some cases, less she is promoted to helper minimum. At the end of ~~four~~ 4 more months she is eligible for the rating of helper maximum, providing her work has been satisfactory. When she is a helper maximum she is eligible, on recommendation~~s~~ by her supervisor, to take the ~~ten~~ 10. months in-service training for journeyman's rate.

Reference: Assembly and Repair Order 33B

6.22 " Promotions from Helper to Mechanic may be made upon recommendation of Division Superintendents after two years experience, and in exceptional cases after 18 months experience, suitable vocational training and examination."

Failure to pass her examination at the end of her training period does not disqualify her from taking the examination repeatedly until she does pass. (See training) ①

Women frequently are confused and annoyed at the discrepancies of pay rates between workers, both male and female, of apparently comparable ability. Many women find the Civil Service regulations on wage rates hard to understand. Care should be taken to explain efficiency rating systems, job classification, and Civil Service rating.

Frequently women who are doing a splendid job on one particular operation are reluctant to spend ~~ten~~ 10 months studying other operations, and refuse the journeyman's training even when it is offered to them. In some instances it is reported that supervisors are unwilling to recommend women for this training as they need them badly on the job they are already doing.

As previously stated, to receive this journeyman's training a woman must be recommended by her supervisor. The fact that there ~~was~~ were only two women journeymen in Assembly and Repair, one an electrician and the other a radio mechanic, aside from the old-line women's jobs in parachutes and fabrics, indicates that women are not being recommended for this training. There is a feeling that women should not receive the same rate in 18 months that men have sometimes taken ~~ten~~ 10 years to achieve. On the other hand, if women are able to pass the journeyman's examination, which is the same for ~~both~~ men and women, they are entitled to the rating.

Below is the distribution of group ~~2 and 3~~ II and III female employees by job classification and department.

See attached schedule of wages for Group II and III workers.

pp 43-44 Why Oct 30 & 31?

space

Group II (?)

?

Assembly and Repair Department Wage Classification of Women as of October 31, 1943

Mechanic Learners	523
Leadingman Laborer	1
Snapper Laborer	3
Helper Aircraft Mechanic General...........	144
Helper Aircraft Instrument Maker	23
Helper Electrician	153
Helper General	92
Helper Machinist	58
Helper Metalsmith..........................	160
Helper Sheetmetal Worker	6
Helper Woodworker	2
Laborer, Classified	277

Group ~~3~~ III

Aircraft Fabric Worker	73
Electrician	1
Machine Operator...........................	19
Parachute Mechanic.........................	7
Radio	1
Upholsterer	2
	1,545

Dates c p. 3
a + R S 20 + O 20
others S 30 + O 30

Oct. 30?
or Oct. 31?

PUBLIC WORKS DEPARTMENT

Total Number of Women in Groups II and III as of October 30, 1943

Chauffeur	27
Machinist Minimum	1
Painter	8
Helper Electrician	10
Helper General	28
Helper Sheetmetal Worker	4
Helper Woodworker	4
Labor Classified Maximum	42
Labor Classified Intermediate	1
Labor Classified Minimum	6
	131

SUPPLY DEPARTMENT

Total Number of Women in Groups II and III as of October 31, 1943

Operator gasoline distribution system Int.	1
Operator gasoline distribution system Min.	5
Helper Woodworker Intermediate	4
Helper Woodworker Minimum	3
Laborer Maximum	7
Laborer Intermediate	19
Laborer Minimum	45
Mechanic Lerner Intermediate	27
	111

Promotion Board for Assembly and Repairs

Promotions on every supervisory level are made by a promotion Board, consisting of the executive assistant to the A and R Officer, the personnel assistant to the A and R Officer, the A and R Production Superintendent, the Vocational Training Officer, the division superintendent of the employee concerned, and two other division superintendents.

This board meets once a week at the convenience of the members. The applicant for promotion is queried on his knowledge of supervisory policies, safety, A and R policies, Civil Service regulations and rules, and any and all matters which might be pertinent to his successful fulfillment of contemplated duties.

ELEVENTH NAVAL DISTRICT AND NAVAL OPERATING BASE, SAN DIEGO, CALIF~~ORNIA~~
SCHEDULE OF WAGES
(Latest Revision)
LABORER, HELPER, AND MECHANICAL SERVICE

The rates of pay given below are intermediate rates. The maximum is $0.06 per hour more than the intermediate rate and the minimum rate is $0.06 per hour less than the intermediate rate, unless otherwise indicated.

Trade or Occupation	Rate Per Hour	
Group I		
Laborer, common	$0.82	
Group II		
Apprentice:		II
First Class	.94	
Second Class	.82	
Third Class	.70	
Fourth Class	.58	
Helper:		
Aircraft mechanic's, general	.89	
Aviation instrument maker's	.89	
Blacksmith's,		(?)
Other fires	.89	
Boilermaker's	.89	see below
Coppersmith's	.89	
Electrician's //	.89	
Flange Turner's	.94	
General	.89	why the '?
Machinist's	.89	
Metalsmith's	.89	
Pipefitter's	.89	
Rigger's	.89	
Sheet-metal worker's	.89	
Shipfitter's	.89	
Trainee	.89	
Woodworker's	.89	
Holder On	1.08	
Laborer, Classified	.82	
Mechanic Learner	.64	
Munitions worker (female)	.82	
Rivet heater	.89	
Sand Blaster	.95	
Stevedore	1.04	
Teamster	.82	
Group III		
Aircraft-Fabric worker	.94	
Aircraft instrument mechanic	1.20	
Aircraft mechanic:		
General	1.20	
Motor	1.20	
Ordnance	1.20	
Propeller	1.20	
Automotive mechanic	1.14	
Blacksmith:		see
Other fires	1.20	
Boat builder	1.20	

Pages 46a and 46b follow.

Trade or Occupation	Rate Per Hour
Boilermaker	$1.20
Box maker	.89
Brakeman	1.08
Buffer and polisher	1.20
Caulker and chipper, iron	1.20
Caulker, wood	1.20
Cement finisher	1.20
Cement worker	.88
Chauffeur	1.00
Coppersmith	1.20
Cransman, electric (under 20 tons)	1.03
Dental instrument repairman	1.14
Die sinker	1.38
2/ Diver	2.30
Driller	1.08
Electrician	1.21
Electroplater	1.20
Elevator mechanic	1.19
Engineman	1.20
Engineman, hoisting and portable	1.20
Engineman, locomotive	1.20
Fireman	1.04
Flange turner	1.27
Forger:	
Heavy	1.68
Light	1.37
Gardener	.98
Gas cutter or burner	1.20
Heat treater (aviation)	1.20
Instrument maker	1.25
Joiner	1.20
Leather worker	1.02
Letterer and grainer	1.26
Loftsman	1.33
Machine Operator	1.02
Machinist	1.20
Mason, brick or stone	1.43
Mechanic, bombsight	1.22
Mechanic, salvage	1.21
Metalsmith (aviation)	1.21
Millman	1.20
Molder	1.24
Operator, gasoline distribution system	1.08
Operator, pumping plant	1.08
Operator, sewage disposal plant	1.08
Ordnanceman	1.04
Packer	1.08
Painter	1.20
Painter, coach	1.22
Painter, finish and insignia (aircraft)	1.24
Parachute mechanic	1.14
Pattern maker	1.42
Pipe coverer and insulator	1.20
Pipe fitter	1.21

Trade or Occupation	Rate Per Hour
Plasterer	$1.39
Plastic worker	1.20
Plumber	1.21
Puncher and shearer	1.08
Radio mechanic	1.20
Refrigeration mechanic	1.20
Rib stitcher (aviation)	.74
Rigger	1.20
Rigger antenna	1.26
Riveter	1.20
Roofer	1.21
Sailmaker	1.20
Saw filer	1.28
Sewer	.78
Sheet-metal worker	1.21
Shipfitter	1.20
Shipwright	1.20
Structural ironworker	1.21
Tile and plate setter	1.22
Toolmaker	1.28
Trackman	.94
Typewriter repairman	1.14
Upholsterer	1.20
Watch repairer	1.20
Water tender	1.04
Welder:	
Electric	1.20
Gas	1.20
Wharf builder	1.20
Wire worker (aviation)	1.14

1/ Actual and only rate.

2/ Only one rate of pay for divers, Maximum rate.

TRAINING PROGRAM

The training program for the A & R Department is highly organized and very comprehensive, covering training of every level of supervisor and every level of worker, both male and female.

Each division has a supervisor of trainees, who is a journeyman and devotes his entire time to the training program in his division. These supervisors of trainees meet once a week with the training officer for instructions on training methods and allied information.

The supervisor of trainees recommends a journeyman in each shop who, he thinks, would make a good shop instructor. These recommendations are passed on by the training officer. Each shop, with the exception of the instrument shop, has an instructor who is on full time and whose responsibility it is to instruct all employees in that shop who are in the mechanic learner and helper classifications. As soon as an employee is able to do a job independently he does so and is then taught further operations.

As soon as a man is selected and passed on for a shop instructor, he is given a streamlined 6-hour teacher-training course, which is followed by continuous training given in one two-hour session each month. Each shop instructor is under the jurisdiction of the shop foreman in all matters pertaining to operations, but in training methods he is under the jurisdiction of the supervisor of trainees for the division.

Instructors for the Vestibule School (see section on Vestibule School) are journeymen recommended by division foremen and passed on by the training officer. Their period of service in the Vestibule School varies with the needs of the division. If large groups of new employees are needed, they may be there for some months, and if the number needed is small they will stay only until the division has its full complement.

SHOP INSTRUCTION FOR MECHANIC LEARNERS AND HELPERS

When a mechanic learner reports to a division after her period in the Vestibule School (see Vestibule School), her training is carried on by the instructor of the shop to which she is assigned.

A constant check and report is made of her progress in efficiency, quality, quantity, interest, knowledge, and adaptability. At the end of 60 days she must be either recommended for upgrading or discharged. If she shows exceptional advancement, she may be upgraded in 30 days.

Shop instructors give each employee individual attention. Women are tried on various jobs for aptitude and are sometimes changed to other shops within the division. At the request of the shop instructor, this ~~two~~ 2-months probation period may be extended another ~~two~~ 2 weeks. (See Wage Rates and Upgrading.)

By this procedure, after ~~six~~ 6 months in the Mechanic Learner classification, a woman becomes a helper minimum.

Instruction in craftsmanship continues through the helper classification. After a woman has ~~eighteen~~ 18- months service on the station and attains helper maximum rating, she is then eligible, on recommendation from her supervisor, for journeymen's training.

JOURNEYMAN'S IN-SERVICE TRAINING

This course is open for outstanding workers in the helper maximum classification. The division supervisor of trainees goes into each shop and asks that the shop instructor and shop foreman recommend workers for this course, which runs ~~six~~ 6 months. During this time, those selected are given a variety of work which they may be expected to perform as journeyman. This varies with the oncoming work load and the workers' aptitudes. This is a very practical course, so designed and so flexible that each shop can be assured of journeymen to carry on the work in the shop. Women are eligible for this course oh exactly the same basis as men.

When the course is completed the trainee is given an examination at the training office. This examination is partly written and partly oral. A quarterman from the division gives the trainee an oral examination on mechanical knowledge. During this examination a training officer grades the applicant, as well as the quarterman. This is to obviate any possibility of favoritism or discrimination.

The applicant is given a written examination on safety. Then another test on processes, specifications, material, A & R policies, Civil Service regulations, etc. This varies in proportion of written and oral matter according to the applicant. By this is meant that some excellent workers are poor writers, or perhaps ~~do~~ not have a good grasp of the English language, and in such cases the examination is largely oral.

If the applicant passes, he is given his journeyman's rating. If not, he can take the examination repeatedly at 10- ~~ten~~-day intervals. There are many sets of examination questions for each craft, so the applicant does not take identically the same examination each time. There is no limit to the number of times the applicant may take the examination, and it is ~~they are~~ identical for men and ~~for~~ women.

'c+lc

SUPERVISORS' TRAINING COURSE

This course is given to all supervisors, starting at rate of Snapper and including the division superintendent. The course is given separately for each division, as the training officer feels that by this method they are able to deal more thoroughly with the specific work and problems of each division. The course is given in duplication, to half the supervisors of each division at a time, so as not to strip the division of supervisors at any one time. It is of 16- ~~sixteen~~ weeks' duration, given twice a week, and the sessions are two hours long.

This course teaches good policies of supervision and deals with

the specific problems of the division. There is no special instruction given for the supervision of women, as the training officer feels that good policies of handling workers are equally applicable to men and women. The policy of the training office is this, "Women must be handled as men should be."

Forethought and training ~~is~~ are applied to providing a constant source of supervisors. Journeymen who evidence supervisory possibilities are coached and trained for a snapper's position. During his time as a snapper, by means of the supervisor's training course, he is prepared for his next upgrading.

Each man is given specialized individual study. For example: If the training officer should feel that a man's personality is adversely affecting his supervisory efficiency, he may be asked to make a special study of, and give a half-hour report to the supervisors' meeting on, "How the personality of a supervisor affects his relationship with his workers." If it is felt that he is weak on his methods of handling women or is adverse to having them in his crew, he may be given some such topic as "The place of the woman worker in the---------division," or "How best to utilize women in a Naval air station." This method has been found most efficacious.

The system inaugurated by the training officer for training learners to be helpers, helpers for journeymen, and journeymen for specialized skills and for supervisory capacities, assures each division of competent help at all times. This is a long-range program assuring continuity of progression of skills.

At no time, in any training program, does subject matter or policy differ for men and ~~for~~ women. The training department feels that good sound policies of instruction and training are applicable both to men and to women. Women are not given special consideration just because they are women. If their background knowledge of any craft is small, they are given the same extra care and instruction that would be given a man with the same lack of knowledge and skill. Neither ~~is there~~ are less pains and care taken with their instruction because they are women.

Every ~~six~~ 6 weeks the training office makes an inspection of each division, making a complete study of the training and grading program and all matters pertaining to the training of employees in that division.

A written copy of the finding and recommendations is then sent to the executive and commanding officers of the A & R Department and the superintendent of the division concerned.

MEDICAL

The present dispensary for civilian employees on the Island is entirely inadequate. There is one room for examination and treatment with no opportunity for undressing privately. Except for the examining table the only place where a patient may lie down is on a folding cot in the back hall. Plans have been made for a new dispensary ~~which~~ that will provide separate examining and treatment rooms and beds for men and women. It should be open on the second shift.

Paper work should be ~~kept~~ reduced to a minimum, but a simple cumulative medical record should be kept for each patient, including a copy of the patient's original physical examination. At present the physical examination record is filed at the Labor Board across the bay. Sick leave and accident records are kept in the Accounting department. The dispensary has only treatment cards for each accident, filed by name, and a day sheet showing all calls.

The time and bother involved in getting the shop foreman to fill out the forms necessary for an employee to go to the dispensary, the distance, and the usual waiting time there, have resulted in an average monthly treatment record of only about 428 cases. This is estimated to be about one-tenth of the cases going to the dispensary in the usual industrial establishment of comparable size.

On the night shift the dispensary is closed and employees must go to the family hospital, which is beyond walking distance. The dispensary should be open on the swing shift as well as the day shift.

It is particular~~i~~ly unfortunate that there is not a dispensary to which employees go freely, as there is now no way of checking the possible effect on the health of women employees of work ~~which~~ that may be too demanding physically. Although women frequently state that climbing in and out of planes results in severe menstrual disturbance after some months, the medical department

has no facts on this subject.

Women may, with the permission of their foremen, lie down for a half-hour or an hour in the lounge room adjoining the woman's counselor's office.

While most physical examinations of applicants are made at the Labor Board, those not fully meeting the standards are referred to the dispensary doctor by the division. He approves or disapproves the employment for a specific job after the foreman and the applicant have satisfied themselves of the worker's ability to perform certain work operations. No record is kept in the dispensary of such substandard and limited-service workers. Nor is this record kept in the shop to which the person is originally assigned. Another foreman, not knowing the worker is substandard physically, might assign work for which the employee is not physically able, or transfer might be made to another shop and to an unsuitable job. Some system should be arranged to avoid this possibility. This limited-service record should be a permanent part of the worker's personnel record.

The industrial hygiene laboratory is well equipped and operated by a chemist and a corpsman under the direction of the medical officer. The survey of toxic exposures made by the United States Public Health Service is being brought up to date. The necessity of constant vigilance is realized and in general toxic substances seem to be carefully handled on the station. Radium painting of dials is safeguarded. Radon breath samples are taken frequently where workers are exposed to solvents such as C56A, furnace oil, Stoddard's solvent, methyl ethylketone, carbon tatrachloride, trichlorethylene, and lacquer thinner, as well as preservatives. Workplaces, with ~~a~~ very few exceptions, are well exhausted or work with toxic substances is done in the open air.

Supervisors do not want women to lift excessive weights but admittedly some are more careful than others. Some supervisors feel that

they have done their duty when they caution a woman not to lift anything too heavy for her and subsequently pay no attention to the matter. One woman left the carburetor shop largely because lifting a 50-pound carburetor and carrying it some ~~thirty~~ 30 feet - ~~even~~ though she did it only about twice a day - was too much for her. Various parts of an engine are too heavy for a woman to handle, and many other parts can be handled by only an exceptionally strong woman. Reengineering of some jobs, provision of rolling tables, greater use of dollies, rests on which heavy parts could be slid along a bench, would be helpful to both men and women.

The industrial hygiene officer in conjunction with the women coordinator should determine the physical requirements of all jobs where heavy equipment is handled. These findings should be used in placement and in reengineering.

Pregnancy.

There is no written station order on the employment of pregnant women. If a woman is known to be pregnant at the time of applying for work she is usually not hired, but there have been a few exceptions. Where a woman known to be pregnant was hired, she had her doctor's approval and the work was not considered detrimental to her health.

Women who become pregnant after employment are to check with either their private doctor or the doctor in the dispensary to determine if it is detrimental to their health to continue working. Transfers are arranged if possible when ~~a~~ women want to continue to work and ~~her~~ their old jobs ~~is~~ are not suitable. The duration of their employment after pregnancy is determined largely on an individual basis; 4.3 of the terminations during September and October were due to pregnancy, which is a relatively high proportion.

It is recommended that the Station have a clearly defined written policy on the employment of pregnant women. ~~By having~~ Under a well established pregnancy policy the women will be more apt to report their pregnancy and injuries and employment in hazardous occupations can be avoided or minimized.

Why not double sp? no diff. from other?

SAFETY DEPARTMENT

The present safety program on the Island was started about a year ago. A safety rules booklet is given to each new employee. Rule two of this booklet states that "supervisors will be held strictly responsible for the safety of the men working under their jurisdiction."

Comprehensive instruction is given on safety to every supervisor in the supervisor's training classes. An applicant for promotion to any supervisory level must appear before a promotion board. During this examination he is questioned on his knowledge of good safety measures, procedures, and practices.

Senior A ~~and~~ & R Safety Council

This council is composed of: -

Safety Officer, chairman
Vocational Training Officer
Superintendent of each division
Fire Marshal
Medical Officer
Security Officer
Other officers and civilians are called in when the subject under discussion may concern them or their work, or when their specialized knowledge may be of value to the council. This senior council meets once every two weeks.

Division Safety Council

Each division has its own safety council. The superintendent of ~~each~~ the division is chairman, and he appoints one member from each shop, usually the shop foreman. Another member from each shop is chosen to sit on this council. Frequently a woman is selected as an extra member to represent her shop, as well as the man member who is chosen. At the present time there are about ~~twenty-five~~ 25 women in the various division councils.

These councils meet every two weeks. Safety films are shown and lectures given on various factors of safe operations and procedures. A National Safety Council film entitled "The Eyes Have It", was shown at a division council one morning and that afternoon there were calls to the safety office for 200 pairs of goggles.

There is a Safety Store on the Station ~~which~~ that carries a full line of goggles of all needed types, respirators, gloves, welding leathers, and hoods, aprons, and safety caps for women. All such equipment is issued and employees are not required to buy any equipment other than their own clothing and shoes. Only a few shops require actual safety shoes, but all workers are urged to buy safety shoes with work-shoe coupons which they may procure.

The Safety Department has excellent equipment for the sterilization and repair of equipment. The Safety department also handles safety films and the projectors for showing them.

SAFETY DEPARTMENT SUMMARY

The station would profit by employing a woman safety inspector. Her primary duty should be to work on hazards for women. However, her jurisdiction should not be limited to women's operations solely, as fumes, unsafe equipment, or plant facilities, poor lighting, housekeeping, etc. are equally hazardous for men and women ~~alike~~.

She should be given exactly the same authority and status as a man safety inspector. She should be equipped with safety engineering training. The physical hazards of specific operations are adequately covered in any good safety engineering course, so nursing experience, while desirable, should not be a necessary experimental qualification. This field has been expanding tremendously for women during this war and it should be quite possible for the station to find a woman with safety inspection experience.

Accident records should be kept separately for men and women employees. Much valuable data for the station as a whole can be attained by this means. There should be a more uniform enforcement of women's safety clothing regulations. It is acknowledged ~~While we believe~~ that common sense and good judgment of hazards should be used in ~~on~~ the enforcement of regulations, ~~still~~ but the regulations governing the covering of hair around moving machinery and the wearing of sensible shoes are inadequately and inequitably enforced.

WOMEN COUNSELORS

At the time this survey was made, there was only one woman counselor on the Station and her activities were confined to the Assembly and Repair Department.

All new Group II female employees are supposed to see this counselor, at some time during their first few days on the Station. The counselor's signature, indicating that she has seen the employee, is supposed to be on the new employee's hiring slip before her employment papers are complete for filing. This part of the counsel~~l~~ing program is new and does not seem to be functioning completely.

The counselor makes a report for her own files of the name, shop, pertinent facts regarding housing, transportation, or child-care facilities of each woman who reports to her. Counsel~~l~~ing is offered for any of these needs and women are urged to come in and talk over personal problems at any time. A booklet on clothing regulations and general policies of the A and R Department is given each woman. Coupons for safety shoes are available for women making application through the counselor.

There is a lounge room adjoining the counselor's office for the use of women who are not feeling well. Women using this lounge room must bring a slip authorizing them to be off the job for a stated interval and the counselor signs the slip when the woman returns to work. Peppermint tea is given for menstrual cramps but no medication of any type is given at any time.

Realizing that their counsel~~l~~ing system is inadequate, the station asked for and received approval of ~~ten~~ 10 new CAF rates for counselors.

1	CAF 9	$3200
1	CAF 7	2600
2	CAF 6	2300
6	CAF 5	2000

The tentative plan was to have the head counselor (CAF9) and an assistant (CAF7) working under the jurisdiction of the industrial relations officer. The other counselors ~~will~~ were to be in the Supply, Public Works, and Assembly and Repair Departments. The plan contemplated hiring all counselors at the CAF 5 rate, and selecting from among them for the higher rated jobs on the basis of performance. Since the Station ~~is~~ was definitely interested in the women's coordinating system in operation at both Mare Island Navy Yard and Hunter's Point Naval Drydocks, and planned to pattern ~~their~~ its policy thereon, an outline of this system was submitted. (Copy attached.)

U. S. DEPARTMENT OF LABOR

WOMEN'S BUREAU

The "Outline For Coordination of Women's Activities" which is the first enclosure attached, is applicable in organization to activities functioning under an industrial system. The principles expounded have proved their practical value over a period of time.

10 min?
10 wks?
10 yrs?

Methods of control of personnel as well as managerial organizations vary greatly. Sound basic principles for the control of female personnel are applicable in any enterprise. The actual methods and techniques of applying these fundamentals must be adapted to conform to each organizational pattern.

We are, therefore, including for consideration an adaptation of this female personnel control system for North Island Naval Air Station.

goon

U. S. DEPARTMENT OF LABOR

Women's Bureau

OUTLINE FOR COORDINATION OF WOMEN'S ACTIVITIES

Production and efficient utilization of women workers should be the fundamental basis of a good policy for the coordination of women's activities. Only on this basis can management successfully base a plan of operation and supervision, and women employees be assured of adequate facilities and just and equitable opportunities.

When setting up a plan for the coordination of management's and women employees' interests, it is well worthwhile to consider what such a program is expected to accomplish.

The tremendous scope of this war has made it imperative to use women in unprecedented numbers. Industries which have never used women previously, are now employing them. Millions of women who have never worked in industry, many who have never worked in any capacity, are now called upon to produce war materials. Even in peacetime such an upheaval in industry would have brought many changes and adjustments. The present element of haste precludes a thoroughly studied, well-planned, and careful use of that new tool - WOMAN.

Management is responsible for production. To assure this end, it formulates plans and policies, not only for the efficient use of materials, but for the maximum utilization of labor force. It is the supervisory and labor force who actually take these plans and carry them through, strengthened, directed, and advised by management's policies.

Management, supervisory force, and employees are all working toward the same end. . . they all have a common purpose. To weld these three forces together takes honest, continuous, unflagging, and unending cooperation and coordination.

What do we mean by coordination? "To coordinate means to unite and correlate through the media of consultation, collaboration, exchange of information and ideas, the various functionalized activities of the business in order that they will operate with the minimum of lost motion and friction and to the maximum advantage of the enterprise as a whole; to reconcile the temperaments, attitudes, and points of view of those who make decisions, with the temperaments, attitudes, and points of view of those who are affected by the decisions."

Here is the foundation of the work of a women's coordinator. This position is much broader in scope than that of a "counselor". Under this interpretation of a coordinator are included many more functions of extreme value both to management and to women employees.

Logically, there should be a head coordinator who is in an advisory capacity to management on all matters pertaining to the successful utilization of women in the activity. By virtue of the indisputable fact that women's best interests coincide exactly with management's best interests, a head coordinator actually represents all women employees to management.

To attain her maximum value, such a woman must know the production plans of the enterprise, must understand the mechanics of such production as well as women's physical, mental, and emotional qualities. In brief outline, she should advise management on all matters pertaining to physical, educational and experimental requirements for female employment; selection and placement methods; training; medical care; facilities; supervision; transfer and termination policies.

As each industrial activity ordinarily is divided into sections of specialized operations, each such section should have a coordinator who bears the same relationship to the highest level of supervision within the section that the head coordinator bears to management. In enterprises functioning under this system, it has been found most satisfactory to have the head coordinator under the jurisdiction of the Industrial Relations manager, and the section or division coordinator directly under the authority of the head of the division.

As each division head is responsible for the production and the labor force of his division, he should have complete authority over both — within, of course, the confines of general enterprise policies. If a division coordinator is made responsible to other than the division head, it breaks the accepted line of authority and could defeat the entire purpose of the plan.

Division coordinators should meet frequently with the head coordinator and they should work in the closest harmony and cooperation for the best interests of all women in the activity. The head coordinator should bear the responsibility of informing division coordinators on all general enterprise policies; she should assist and advise them on the interpreation of these policies within the divisions. The more thoroughly the division coordinator understands these policies, the more value she is to her division supervisor in the effective and uniform administration of said policies. In turn, division coordinators can keep management informed, through the head coordinator, on the efficacy and adequacies or inadequacies of policies.

Many of the problems attendant on using women in war industries are entirely new both to management and women employees. It is not possible to go back through industrial experience for the answers to these problems. Both division coordinators and head coordinator must be alert to these problems. The division coordinators can be of inestimable value in assisting the head coordinator on the formulation of policies which may solve many of these problems as they arise. These proposals should then be made to management.

The variables of labor utilization factors are so great in different industries that it is possible only to outline, in general, the functions of head and division coordinators.

By means of close contact with division coordinators and supervisors, the head coordinator is in a position to formulate or make adjustments in the acitivity's policies. We do not feel that she should have line authority.

Her recommendations should be cleared through the Industrial Relations Manager before being submitted to the highest authority. The effectiveness of her work will, of necessity, be determined by the respect held for her judgment, both by the Industrial Relations Manager and management as a whole.

For this reason, extreme~~y~~ care should be exercised by management in its choice of a head coordinator, but once chosen and appointed, her suggestions and recommendations should be given equal consideration with those made by any other branch of management. While all her recommendations should be discussed with the Industrial Relations Manager and cleared through him, he should not have authority to invalidate them without discussion with other branches of management. This provision must, of necessity, be inserted, as it is common experience that industrial relations managers differ widely in their receptiveness to suggested changes of policy and also in their attitudes toward women employees.

To a certain extent, the head coordinator should be a "last court of appeal" on individual cases. If, within the limitations of her authority, a division coordinator is not able to solve an individual problem case, the woman involved should be sent to the head coordinator for final decision. Any recommendation that the head coordinator makes should be given ~~verbally~~ orally to the division coordinator in the presence of the woman involved, or should be sent back with the woman to the division coordinator in written form. Any actual line authority involved in the final settlement should be exercised by the division supervisor.

It is possible to outline in general the work of a division coordinator. Basically, the division supervisor relies on her to have a greater understanding of her sex than he himself could have, and, by virtue of this understanding, to assist him in the efficient and successful use of his women employees. The problems that he faces in using this unaccustomed labor force are legion. A division coordinator assists this effort by every means at her disposal. She must realize that her effectiveness lies in coordinating the best interests of the women with the aims of production.

She is an extension of the authority of the division supervisor. As such, she is responsible to him alone. At the same time, she is an extension of his interest in the welfare of every employee in his division and must retain the same cooperative, harmonious relationship with the other supervisors and with the employees that he himself maintains.

Each coordinator should be delegated certain functions and be given the authority to carry out these functions. Her advice will assist in job analyses, planning new operations and studying proposed operations for women, and maintaining health and safety standards in such planning. She can help to maintain good discipline, improve job interest and satisfaction, assist in placement, develop cooperation, promote a harmonious relationship between men and women, orient women to unaccustomed types of jobs, and in general, help in making the employment of women in the division an efficient and satisfactory practice. This is a position which calls for a great deal of diplomacy and tact, both in dealing with the women employed in the division and in dealing with their male associates and supervisors.

Detailed functions of division coordinator:

1. Interview new female employees reporting for work.

2. Familiarize them with division practices and regulations.

3. Give employees information as to location of bomb shelters, rest rooms, time cards, lockers, etc.

4. Assist division supervisors in carrying out safety regulations as they apply to women, and explain safety regulations regarding clothing, hair, etc., to new employees.

5. Introduce new women employees to their supervisor.

6. Interview each new female employee regarding her family responsibilities, interests, and study her character and personality with the aim of recommending to her supervisor where she may be effectively placed.

7. Keep a personal file on each woman, noting menstrual cycle and any disturbance thereof, number and ages of children, marital status, rate of pay, notes on woman's punctuality, her cooperativeness, peculiarities of disposition or character, etc.

8. Keep a file of pregnancy cases with complete details on each case.

    a. Date of expected confinement.
    b. Name of doctor.
    c. Number and ages of children.
    d. History of miscarriages (if any).
    e. Marital status.
    f. Evidence of abortion (if any).
    g. Nature of job at time of knowledge of pregnancy.
    h. Nature of job to which assigned subsequently.
    i. Notation of duration of employment before pregnancy.
    j. Attendance record during pregnancy.

9. Handle all personal problems and help women to make adjustments to their work and to their co-workers and supervisors.

10. Explain the necessity of punctuality and regular attendance, prompt, cheerful, and exact obedience to all orders, the need of working cooperatively with all other members of working group.

11. Recommend changes of assignment for women employees where personal knowledge of said woman leads shop coordinator to feel the woman may be more productively employed.

12. Check dressing rooms and reduce loitering or malingering.

13. Assist supervisors in handling such moral problems as may arise.

14. Hear complaints and grievances of women and assist in maintaining a harmonious atmosphere in the division.

15. Take steps to insure that female employee interests are adequately presented to management.

16. Consult with division supervisor in maintaining policies that meet with his approval.

17. Consult with and advise personnel clerks and training staff on matters of transfers, rerates, promotions, efficiency ratings, sick and annual leave, etc., as they concern women.

18. Help supervisors to maintain discipline.

19. Check working conditions and conduct of women on duty outside main division building.

20. Study operations in the division for purposes of recommending further jobs where women may be employed, or suggestions of specific jobs on which it is not proving practical to use women.

21. Analyze women's jobs and operations for the purpose of recommending to supervisor any changes which may increase the productive capacity of women so employed.

Many activities have found it more practical to allow coordinators and division supervisors to set the rest-period policy for women in their own divisions, rather than setting an enterprise policy thereon.

To minimize loafing and reduce irritants of supervision, it is practical to set a definite policy on rest periods. Emergencies, of course, abrogate any policy, but this is well understood by every woman and coordinator. Whether it is more practical to allow women to take this definite rest time at the convenience of their work, or whether it is better to have all women leave at once, is dependent on the available facilities and the nature of the work of the division. However, some definite policy should be worked out and every woman in the division should be thoroughly instructed in this policy.

The coordinator should take the responsibility of seeing that there is no abuse of rest period time in the dressing rooms. This authority should not be given to the matrons in the rest rooms. This invariably causes trouble. It gives supervisory authority to one who is untrained and not chosen for such ability and women always resent such a practice. Since the coordinator represents the head supervisor and as such she represents the highest authority in the division, her supervision is accepted as justified and authoritative.

Selection of coordinators

The head coordinator should be selected by the manager or director of the entire organization in conjunction with the Industrial Relations Manager. She should then have independent status as the head of one branch of the industrial relations department.

If a department is small and of specialized activity, so that one coordinator is adequate, she should be chosen by the department head. She is responsible directly to and only to him. This authority of selection and supervision he should not delegate to any other person in the department.

If, however, the department is so large that there are divisions of activity, with heads of each such division, a coordinator appointed for each division should be under the supervision and direct authority of the head division supervisor. Each such coordinator should be selected by the department manager and the division manager with whom she will work. The advice of the head coordinator should be asked on this appointment but the final responsibility for selection should rest with the department and division managers. This power of selection should not be delegated to any other person or persons in the department. Nor should authority over the division coordinators be delegated to personnel assistants, foremen, chief clerks or any other person or persons within the department.

This is imperative if the division coordinator is to function efficiently. As she is a production and labor utilization adviser, she must not be considered part of the personnel staff. She must in no way be under the jurisdiction of department or division personnel staff members.

It may be necessary to have a head department coordinator where many coordinators are in a department, though each division coordinator is directly responsible only to the division manager. The head coordinator of the enterprise is in an advisory capacity to each department coordinator. She should exercise no line authority over coordinators or the women employees in the divisions or departments, as this would interfere with the authorities rightly belonging to the division and department supervisors.

All division coordinators should be on the same pay basis, regardless of the number of female employees in the division. Department and head activity coordinators should be paid a considerably higher salary, since theirs is a much more important and difficult position.

The number of coordinators needed cannot be judged on a strictly numerical basis. It is much more effective to use production divisions as a foundation. In this way a coordinator is able to study the problems and work with the women who are performing somewhat similar operations. If the division has too many women employees for her to handle personally, she should be given

assistants or monitors. Another coordinator should not be put in. Her assistants she should choose in conjunction with her division supervisor.

If assistants are needed on the night shift, the coordinator should select them in conjunction with the night supervisor. Then the night assistant should be under the direct supervision of the night supervisor and both are guided by policies worked out by coordinator and head division superintendent.

No definite requirements of education or industrial experience should be set up as a basis for selection of coordinators. Each selection should be made on an individual basis, as the qualities previously referred to are of considerably more importance than the degree of formal education or term of industrial experience that an applicant may have.

A great share of the effectiveness of any activity program for the utilization of women rests with women coordinators. Theirs is a position of dignity, trust, and great responsibility.

MARY ALICE WEBB

December 1943

RECOMMENDATIONS FOR ORGANIZATION OF WOMEN'S COUNSELING SYSTEM AT

caps) North Island Naval Air Station

Since North Island Naval Air Station is not operating under an industrial system, we would recommend the following organization:

We would propose a coordinator for the Public Works Department, responsible to the Public Works Officer and a coordinator for the Supply Department, responsible to the Supply Department Officer.

Since there are so many divisions in the Assembly and Repair Department, there should be a head coordinator (A&R) responsible directly to and only to the A&R officer. Since the Station has allocations for only ~~ten~~ 10 coordinators positions, the procedure of having a coordinator for each division is temporarily impractical. The A&R coordinator will, however, need several coordinators for assistants. These assistants should be responsible to the head A&R coordinator. Neither they nor the head A&R coordinator should be under the jurisdiction of personnel assistants, other officers in A&R, superintendents, chief clerks, or any other person or persons within the department. As previously stated, coordinators are production and labor utilization advisers, but they should not be considered part of the A&R personnel staff, nor should they be under the jurisdiction of the department personnel staff members.

There should be a head Station coordinator, working out of the Station Personnel Relations Office and under the jurisdiction of the Personnel Relations Officer. Her functions should include all female personnel matters which pertain to the Station as a whole.

The Station coordinator and the head coordinators of all departments should work very closely with the Training Officer as so many facets of their work are closely allied. Coordinators out in the shops should work very closely with supervisors of trainees and shop instructors.

Functions of coordinators at all levels are outlined in the first enclosure. These functions are basic and applicable under this system.

REST ROOMS

There is no station policy on rest periods or use of rest-room facilities. Some divisions demand that women go to the rest room during their rest periods while others feel that the time allocated is for resting and women are free to go to the rest rooms at other times. In some places no definite rest period is given. This lack of a definite policy results in ~~causes~~ abuse of rest-room privileges and causes general resentment in both women and supervisors.

It is practical to set a rest period of defined length for the Station as a whole. Whether all workers should leave at the same time or at the convenience of their work should be determined by divisions. The nature of operations and the available facilities must be taken into consideration in determining when this definite rest period should be taken.

The policy of the division or the shop should be carefully explained to each employee so that any abuse will be deliberate and not misunderstanding on the part of either the woman or her supervisor. (See rest-room policy in Women's Counselor outline.)

A woman who feels ill can get a slip from her supervisor authorizing her to lie down for one-half to one hour in the lounge room adjoining the women's counselor's office. She need only tell her foreman she is not feeling well and wishes to lie down. If she is so ill that she needs to lie down for a longer period, she is supposed to go home. If she is too ill to make the trip, she is either taken by car to the ferry landing or is taken to the Family Hospital on the island.

Women's lavatory and rest-room facilities vary greatly in both equipment and adequacy. Some are over-crowded, some inconveniently located, and some are entirely satisfactory.

A complete survey should be made of all women's rest rooms on the island. This should include number of heads, wash basins, equipment, lighting,

~~beds~~ ~~I think heads~~

H

heat, condition of room (walls, floors, partitions, etc.), number of women using (particularly at change of shift), and distribution on the island.

A procedure has just been established, since the start of this survey, of having a WAVE check the sanitary condition of all women's rest rooms. It is felt that this will result in more uniform cleanliness.

The practice of eating in rest rooms should be discouraged. Facilities should be provided so that there will be some place to sit down and eat other than the rest rooms.

Lockers should be available for those women who are doing very dirty work and would like to change clothes before going home. Workers using preservatives and cleaning solvents should be encouraged to change their work clothes before going home and showers should be available for their use.

All rest rooms should have some heating apparatus for use on cold days.

FOOD-SERVICE FACILITIES

Cooperative cafeteria

In February 1936 a cooperative cafeteria for civilian employees was organized. Civilian employees at the Naval Air Station bought stock in the cooperative for purchase of all equipment and the paying of the initial costs of operation. The original capital investment has now been paid off.

There is an advisory committee of 14 people that formulates policies and standards for operating the cafeteria. The committee is composed of supervisors from various shops.

The cafeteria has a seating capacity of 800; 950 people have been served in 1 hour and ~~five~~ 5 minutes.

The cafeteria is open ~~seven~~ 7 days a week during the following hours:

Breakfast	6:30 AM - 8 AM	a.m.
Lunch	11 AM - 1 PM	p.m.
Dinner	6 PM - 9 PM	

The workers have ~~thirty~~ 30-minute lunch periods.

It was estimated that 30% of the workers use the cafeteria. Some shops are too far away for the workers to use it ~~the cafeteria.~~

Typical food items with prices are listed below:

Hot meat dish (chicken, steak, ham, etc.): never more than 30 cents
Stew; 25 cents
Vegetables (hot); two ~~vegetables~~ for 15 cents
Fruit juices; 10 cents
Soup; 5 cents
Pudding; 10 cents
Coffee; 5 cents
Milk; 10 cents
Buttermilk
Iced tea
Pies; 10 cents
Salads (~~fifteen~~ 15 varieties), 10 cents
Cold plates; 35 cents

The average check in the cafeteria is 46 cents.

THREE CANTEENS

There are three canteens near some of the larger shops. They are open on only ~~just~~ the day shift. These canteens serve coffee, sandwiches, pie, candy, cup cakes, nuts, cigarettes, fruit, and popcorn. One complaint regarding the canteens is that frequently they run out of coffee and other supplies early in the noon hour, and little effort is made to get additional supplies.

CANDY WAGONS

There are three small candy wagons that go through the larger shops selling candy, nuts, and cigarettes.

LUNCH ROOM IN SUPPLY AND ACCOUNTING DEPARTMENT

In the Supply and Accounting Department there is a small lunch room. Hot coffee and hot tea are served. Sandwiches, cup cakes, doughnuts, candy, nuts, fruit, milk, and ice cream are also sold. Many of the workers bring their own lunches to this ~~lunch~~ room and ~~just~~ buy only coffee or milk.

This lunch room is open early in the morning for those wanting coffee for breakfast. It is open during the morning and afternoon rest periods for the office workers in Supply and Accounting, so that they can get hot coffee and refreshments.

FACILITIES FOR MILITARY PERSONNEL

The aforementioned food-service facilities are used by both military and civilian personnel. In addition, there are ~~other~~ facilities on the Station for use by military personnel only. There is the ships service open every day from 6 AM a.m. to 10 PM. p.m. It includes both a cafeteria and a coffee shop. There is ~~then~~ also the commissioned officers' mess at the ships service. In addition there is the Officers' Club for use by officers on the Station.

TRANSPORTATION AND HOUSING

c+lc

TRANSPORTATION

Transportation was considered a problem at the Naval Air Station primarily because of the 20-minute boat trip to the island from San Diego. The distances traveled by the workers are not so great, but the many changes on streetcars, buses, and ferries are awkward and time-consuming. Only 1.2% of the women leaving actually gave transportation as a reason for leaving, but it is believed one of the contributing factors in causing others ~~workers~~ to leave.

Most of the workers must take a car or bus from their place of residence into the downtown Plaza. At the Plaza they change to a car that takes them to the Santa Fe Railroad Station. There they change to a bus that takes them to the ferry landing. Buses meet the day shift at the ferry landing and run direct to 3rd and E streets, which is one block from the Plaza. These buses do not start running until around three o'clock in the afternoon and at other hours there is no direct bus service to the ferry landing from the Plaza. There is one streetcar line that runs from the Plaza to within a block of the ferry.

Near the ferry landing on the San Diego side there is a parking lot, but it is not adequate to hold all the cars of workers using their own cars. There are also parking restrictions on so many of the streets in this area, that many must leave their cars several blocks from the ferry landing to avoid getting a ticket.

The Naval Air Station runs its own bus lines in Coronado, which ~~Coronado~~ is the island adjacent to North Island and connected with it ~~North Island~~ by a causeway. The buses are routed and scheduled to the convenience of the workers, and transportation was not considered a problem for Coronado workers.

On the mainland the 11th Naval District handles the Navy buses running into areas where there is no or inadequate public transportation. There was the feeling that the Navy transportation system on the mainland was not set up to meet the needs of the Naval Air Station.

There is ~~just~~ only a small waiting room at the ferry landing on the San Diego side and on the North Island side. ~~There are~~ great numbers of military men stationed at the Naval Air Center, and from the ships and aircraft carriers in port, ~~that~~ also use these ferry landings. At the changes of the shifts and during the rush hours ~~there~~ is ~~not~~ ~~nearly~~ wholly inadequate sheltered waiting ~~room~~. This means that many of the workers get very wet on rainy days, and this is undoubtedly a contributing factor to ~~so~~ ~~many~~ the amount of suffering from colds.

In the Supply Department there were objections to the open bus in which some women are now riding. Moisture drips down their necks from overhead and the wind blows so that they are chilled before they start work. This is especially true of some who arrive with workers starting at 7 A.M. a.m. and their own building does not open until 7:45 ~~A.M.~~

On Mondays, when all the workers in Assembly and Repair are on duty under the combat team system, the ferries and boats are terribly crowded. At the changes of the shifts the boats are also very crowded.

To cope with some of the transportation problems there should be more direct bus service from the Plaza to the ferry landing; ~~There should be~~ direct Navy bus service from some of the residential areas to the ferry landing; ~~There should be~~ more overhead shelters at the ferry landings; ~~There should be~~ more parking space provided on the San Diego side of the ferry landing; ~~There should be~~ and more boat service during rush hours. ~~There should be~~?

c + lc **HOUSING**

Only 2.4% of the women leaving gave housing as a reason for ~~leaving~~ doing so, ~~al~~though housing is considered one of the major problems in San Diego. It is quite conceivable that some of the women "returning home," "moving out of town," and some of those discharged for "failure to return" may have actually left because of the poor housing conditions in San Diego.

Housing is a particularly great problem for single women and married women living alone, because so many places will not take single women. Many of the places that will accommodate single women, will not allow any men in the house. This is a great problem in San Diego because so many wives of servicemen are living there, and when their husbands return from sea they cannot bring them to their place of residence. The Naval Air Station employs an exceptionally high proportion of servicemen's wives, which means that this problem is more acute than in other local industries.

There is a dormitory for women in San Diego called the Riverlawn Dormitories. A new housing project is just being started in Coronado which will include a woman's dormitory. There will be 500 dwelling units. There will be accommodations for about 2,000 men and women in both the family units and the dormitory.

An Amphibious Training Station is to be established on the Strand in Coronado. There will be 5,000 to 6,000 enlisted men attached to this training center, which will result in an increase in population of about 8,000 people in Coronado.

Attempts are being made to get additional housing through the FPHA and some new projects were approved in the fall of 1942. In the meantime housing continues to be an immediate problem, and is contributing to turn-over among women at the Naval Air Station.

Red figs

RETURNING HOME OR JOINING HUSBAND

Almost 11 (10.8) ~~Eleven~~ percent of the turn-over among women could be attributed to their leaving town to join their husbands who were moving to another part of the country or were returning from the war zone. An additional 1.9 ~~two~~ percent were leaving town or returning home because their husbands were being sent abroad and they no longer wanted to live in San Diego. The great majority of these women were married to servicemen, although ~~there were~~ a few leaving for these reasons ~~who~~ were married to civilians. ~~There was~~ an additional 7.3 ~~7%~~ % ~~women who~~ left the Station because they were moving out of town or returning home. It was not known why these women left, but it is possible that some of them, too, were married and joining their husbands.

Forty women who left because of their husbands were known to be married to servicemen, and 25 ~~, or 60~~ (62.5 percent) of these women had been ~~were~~ employed three months or less. (See chart of terminations by duration of employment.)

The exact proportion of servicemen's wives employed at the Station was not known, but the number was reported as ~~being~~ very high. The Station gives preference to the employment of servicemen's wives and a high turn-over in that group is expected. These women are not discouraged from leaving, and there seemed little that could be done to stop this turn-over. It was recommended, however, that servicemen's wives be placed on jobs requiring short training time because the duration of their employment is likely ~~apt~~ to be so short.

See error at Stip
(¶1, not important)

DISCHARGES

Among the 415 ~~women~~ terminations studied in the survey, ~~seventeen~~ 16.9 percent ~~of the terminations for the Station as a whole~~ were due to discharges; ~~and 20~~ 19.7 percent of the terminations in Assembly and Repair ~~Department~~ were discharges. ~~There was a total of~~ the 70 discharges ~~out of the~~ among 415 female terminations, 48 were ~~discharged~~ for taking unauthorized leave (AWOL), ~~nine~~ 9 were ~~discharged~~ for irregular attendance, ~~seven were discharged~~ 7 for insubordination or being undesirable, and ~~six were discharged~~ 6 because of failure to qualify. (See ~~copy of~~ chart figures on discharges.)

Thirty of the 48 ~~who were~~ woman discharged because of unauthorized disappearance from the Station had to be ~~shown~~ simply as discharged, ~~It~~ But was possible to get additional information on the other 18 ~~discharged for unauthorized leave.~~ Three actually left because of dissatisfaction with wages, 2 because of personal illness, 2 because of illness or death in the family, and ~~two~~ 2 moved out of town. There were ~~other~~ individual instances of a woman failing to return because she got married, was pregnant, joined her husband, returned home, disliked the shift or nature of the job, had child-care problems, or left for other family reasons.

see

~~Thirty-four~~ 33 of the 70 discharged ~~were~~ had been employed not more than a month ~~either~~ under 15 days ~~or one month.~~ 21 of them This would indicate a possible need for more careful screening of applicants prior to employment, as some of the conditions leading to discharge must have been known at the time of employment, and the Station could have been saved the time and expense of putting them on the payroll.

Twenty-three of the 70 discharged had been employed ~~four~~ 4 months or more, the ~~longer~~ longest for 13 months, In some of these cases it seemed that more attempts ~~could possibly~~ might have been made to work out the reasons for irregular attendance and other individual problems ~~which~~ that ultimately led to discharge. ~~Also~~ There may have been legitimate reasons for certain irregular attendance among women with family and household responsibilities. Consequently, some distinction should be made between "avoidable" and "unavoidable" absence and tardiness, rather than have it automatically marked against a person's efficiency rating.

In the various departments and divisions within departments differences were observed in methods of handling discharges, some being more strict than others in discharging a person for unauthorized leave or irregular attendanse. Some would not carry a person on the rolls for any extended period of time because it made the division's absenteeism record look worse. It ~~seemed~~ would be well if there ~~was~~ were some uniformity in handling discharges.

see #1 (red)
(very important)

ABSENTEEISM

The absenteeism rate for women is not appreciably higher than for all employees, as shown in the following ~~table below.~~ In Assembly and Repair it was 13.9% percent for women and 11.9 ~~11.8~~ percent for all employees. In Public Works the rate for women was 1.6 ~~.015~~ as compared with 1.5 ~~.014~~ for all employees. In Supply and Accounting it was 5.5 ~~.05~~ for women and 6.1 ~~.06~~ for all employees. These rates are for the month ending September 30, 1943.

Reports from the various departments during the month of September indicated the following as causes of absenteeism:

Assembly and Repair

"The major causes of absenteeism have been a lack of child care, illness, and personal business matters. The use of posters indicating retarded production due to absenteeism has proved effective. These also indicate an increase or decrease in man-hours lost due to absenteeism."

Public Works + (NAS)

"A typical week (September 13 ~~and~~ 18) shows that illness in the family accounted for the majority of absences."

Naval Air Center

"A typical week, from September 12 to September 18, indicates that illness and time to attend to personal business, care of families, etc., were major contributing causes of absenteeism. Directives pertaining to absenteeism are being widely circulated with instructions to abide thereby."

There seemed to be disagreement as to the extent to which the combat team system in Assembly and Repair was cutting down absenteeism. Reports from one source said absenteeism was cut down because it enabled women to do their shopping during the week on their day off. Others said it increased absenteeism because there were no Sunday child-care facilities; the women objected to working Sundays when their husbands had Sunday off; mothers wanted to be at home on Sunday when their

Wrong if p. 35
is wrong.

combat team

children were home from school; and lastly, absenteeism was ~~apt~~ likely to be high every seventh week when it was necessary to work ~~an~~ a 10-day stretch without getting a day off.

2
1

Much absenteeism was attributed to workers taking sick leave even though they were not ill. They often felt entitled to the sick leave just as to annual leave. No visiting-nurse system is in operation to determine if a person is actually ill or just taking a day off. There was some discussion of putting in some such procedure to check absenteeism.

caps

Descriptions of ~~TURNOVER ANALYSIS AND~~ WOMEN'S OCCUPATIONS in the A&R ~~BY~~ DEPARTMENT ~~AND DIVISION~~ and summary of women's turn-over, by division ~~September and October 1943~~

caps

c + lc (a) ASSEMBLY AND REPAIR DEPARTMENT

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checking changes

ABSENTEEISM RATES, BY DEPARTMENT and shift
Month ending ~~9-30-43~~ Sept. 30, 1943

Dept	1st/ shift (day~~[illegible]~~) No. scheduled	No. absent	Rate	2nd/ shift (swing ~~[illegible]~~) No. scheduled	No. absent	Rate	3rd/ shift (graveyard ~~night~~) No. scheduled	No. absent	Rate	All shifts No. scheduled	No. absent	Rate
Assembly and Repair												
All employees	21,488	2,551	11.9	5,124	609	~~11.88~~ 11.9	66	8	12.1	26,628	3,168	11.9
Women	9,330	1,302	~~13.95~~ 14.0	1,788	249	13.9	24	3	12.5	11,142	1,554	13.9
Public Works ~~– Naval Air Station~~												
All employees	~~3~~5,780	85	~~.014~~ ~~1.4~~ 1.5							5,780	85	.014 ~~1.4~~ 1.5
Women	1,020	16	~~.015~~ ~~1.5~~ 1.6							1,020	16	.015 ~~1.5~~ 1.6
Supply and Accounting ~~Departments – NAS~~												
All employees	2,064	132	~~.06~~ ~~6.0~~ 6.4	354	18	~~.05~~ ~~5.0~~ 5.1	24			2,442	150	.06 ~~6.0~~ 6.1
Women	498	& 30	~~.06~~ 6.0	42			6			546	30	.05 ~~5.0~~ 5.5
Naval Air Center												
All employees	282	5	~~.018~~ 1.8	102	2	.020 2.0	90	1	~~.011~~ 1.1	474	8	.017 1.7
Women	168	2	~~.012~~ 1.2	6	1	.166 16.7	6			~~174~~ 180	3	.017 ~~1.7~~ 1.7
Public Works, + Naval Air Center												
All employees	1,086	20	~~.018~~ 1.8							1,086	20	.018 1.8
Women	40									40		

Important changes

Type center head above Accessories

caps)

(a) Assembly and Repair Department

ACCESSORIES DIVISION

½ in. dash

never mind this

Women's Occupations.

In this division accessories are disassembled, overhauled, and reassembled. All hydraulic equipment, electrical equipment, ordnance, bomb sights, graphic arts, photographic catalogs, engraving, etc.. are handled here. Much of the work is very light and suitable for women.

Shop 112 - Electrical,

Besides the women in the main electrical shop there are ~~twenty-five~~ 25 women electrical workers on final assembly in building 94 and ~~five~~ 5 in three outside hangars. These women are installing electrical connections on the ships.

In the shop, which is well equipped and well lighted, women work on generators, voltage regulators, dynamotors for radio, etc. They make complicated subassemblies of electrical wiring with various attachments. This work is done according to illustrations, ~~which are~~ also made in this division. One woman is an instructor in armature winding.

Shop 114 - Cleaning and Painting.

Paint is stripped from parts by soaking in a tank of Supertrol. Kerosene and lacquer thinner are also used to clean parts. A trichlorethylene degreaser is operated by women. Women are on all cleaning jobs, including hand brushing of small parts in an open pan. There are objectionable fumes in this part of the building and a study is being made of the ventilation by the safety department, which is admittedly poor.

Shop 180 - Instruments.

This is the only shop in the A & R department that has no ~~which does not have a~~ shop instructor. The foreman prefers to take women directly into his shop and train them himself.

Until recently the entire overhaul of each instrument was handled by one worker with an assistant. Now the work is reengineered on a line basis. New girls break down parts and clean them, more experienced women do minor assemblies, and experienced girls complete the assemblies for final check by a man mechanic. This work is very demanding and requires a person of calmness and patience and no tendency toward~~s~~ nervousness. The inspector for this shop is a woman who learned the work in the shop. She is now with the Inspection and Survey Department and passes on every instrument before it leaves the shop. Supervisors are very well satisfied with their women employees in this shop.

Women work on all instruments, including pressure and suction gauges, air-speed indicators, altimeters, turn-and-bank indicators, artificial horizons, directional indicators, automatic pilots, telescopes, reflector gun sights, octants, drift sights, aerial cameras, fuel indicators, tachometers and temperature systems. Most of the work requires the use of a magnifying device. The work is done at well planned benches with excellent chairs and good lighting.

Shop 182 - Ordnance.

Women do not lift the large automatic machine guns ~~which~~ that are overhauled here. Men do all disassembly, cleaning, fitting, parco lube and trigger motor work. The receivers weigh 35 pounds and are delivered to the benches. About once a day a girl lifts one to the rack of her bench for final assembly with subassemblies ~~which~~ that have been ~~previously~~ overhauled by women in the shop. Women also do routing and marking of parts, they overhaul mount adapters, trunnions, and bomb racks.

Shop 184 - Hydraulics.

Women have six weeks in school before coming to this shop but must have

even more training before they can work without constant supervision. This shop overhauls hydraulic and oxygen equipment.

Hose for hydraulic fluid is tested and reconditioned with new fittings. Ball bearings are reworked and tested. Women disassemble, inspect, overhaul, and recondition hydraulic valves for extractor controls for radar antennae, vacuum flaps, cylinders for the breach starter, throttle control gear boxes, elevator fuel tank pressure controls, vacuum pumps for de-icers and pilot controls, fuel pumps, oil-cooling control valves, supercharger control valves, etc. Women work along with men and are changed about so that they learn all the operations on all parts. It is light bench work of sufficient variety to hold the interest. Women do no heavy lifting in this shop.

Oxygen.

In this section rebreathers are serviced and face pieces sterilized. Oxygen bottles are checked for date and refilled if necessary. Men fill the bottles but women repaint them with "oxygen green" and place them on shelves.

Shop 186 - Decalcomania and Graphic Arts.

Six women in this shop do screen work making decalcomanias. Five are painting dials with fluorescent paint. Three are painting dials with radium paint. They have well exhausted glass booths. They are supplied with white smocks but wear no head covering. They pride themselves on the cleanliness of procedures in this section. There are five collating and assembling catalogues, which is done on a machine. The pace is set by the machine and it is monotonous work. There are ~~fifteen~~ 15-minute rest periods during each half shift for women on this work.

Shop 187 – Machine.

Women run lathes, drills, engraving machines, etc., in this shop. They learn to set up their own machines from the start, doing simple jobs at first and more complicated ones as they progress in skill. Re-engraving is very tricky work, for absolute accuracy is necessary. Workers sit on large oblong stools which are very solid and have a movable box footrest. While the work position looks very awkward, it does have to be changed for different set-ups and the workers feel that they manage ~~very well~~ all right even with no place for the knees. Supervisors are ~~very~~ well satisfied with women in this shop.

go on

Turn-over.

Seventy-five women terminated from ~~this~~ the accessories division during the months of September and October. This ~~is an~~ was 11.9 ~~turn-over.~~ = per 100 employees. Ten women terminated giving personal illness as their reason. There seems to be no connection between the work they were doing and their illness, with the exception of one woman. This woman had had a back injury before coming on the Station and found that the work on pumps and starters in the hydraulic shop aggravated her condition. Eight women left to join their service husbands, a factor in terminations from all divisions. Seventeen women were discharged during this period, ~~four~~ 4 for failure to qualify, ~~thirteen~~ 13 for unauthorized leave. Of this last group, subsequent investigation revealed that one left because she couldn't work nights, and two because of illness in their families. Six women left the division because of child-care problems. Four of these women had private arrangements for the care of their children and the care of the children of the other two is unknown. Experience has proved that individual arrangements for child care are very insecure, and unless a woman's children are cared for by an established agency she should not be assigned to work with a long training period.

4 & 13 not on charts

The work in this division is for the most part definitely suitable for women. The facilities are adequate and working conditions above average. There was no group of terminations definitely attributable to the division.

New side head
only change

ENGINE OVERHAUL DIVISION

In this division engines are disassembled, the parts routed to shops for repairs and overhaul, the entire engine ~~is~~ repaired and reassembled.

¶ Shifts are 7:30 to 4:00 p.m.,

3:30 p.m. to midnight.

~~There is~~ a change of shift is under consideration to eliminate the half-hour overlap. It is hoped by this method to make rider-pools more practicable for workers in this division.

The work in this division is complicated by the frequent changes in engines. It is practically custom work and a longer training time is necessary to make women into valuable workers. All absentees in this division are interviewed personally by either the division superintendent or his assistant. These interviews have led them to the conclusion that transportation and factors in home life are the two greatest contributing causes of absenteeism among women.

fl Women's Occupations.

Shop 230 — Disassembly, Cleaning, and Sandblasting.

The original steam cleaning of the entire engine is done by men out of doors. The engine is then disassembled inside the building and all parts for each engine are placed on a large conveyor. The only women who work on disassembly are those taking "in-service" training, who go through all operations in turn. The work is dirty and requires strength.

Women are doing the cleaning work. There are four cleaning units with tanks of "soup" (C86A) which has a creosol base, in which the bright work is soaked for an hour or more depending on the strength of the liquid. Beside each cleaning tank is a tank with neutralizing fluid in which parts are dipped on the way to a bench where a worker ~~then~~ scrubs them with a hand brush in a small tank of furnace oil. A motor-driven wire brush is also used on some parts. When clean, parts are sprayed with fresh oil and returned to the conveyor.

Tanks and benches are well exhausted so that fumes are scarcely noticeable. Workers are provided with gloves, aprons and face masks. They stand on duck boards.

fl **Shop 232 — Overhaul Control and Progress Records.**

Girls in this shop keep necessary records of parts procurement and flow of work. This also includes checking of nuts and bolts and some partial assembly of small parts and their delivery.

fl **Shop 233 — Piston Check and Ring Assembly.**

One girl works on checking piston and assembling rings, which is light seated work.

fl **Shop 234 — Cylinder Inspection and Assembly.**

Work on cylinders involves moving them from a conveyor rack where they are washed inside with kerosene. Women check the numbers and sizes of push rods and renumber any new or unmarked parts. These parts, rocker arms, reground valves, etc., are added to the cylinders and the bolts brought to the proper torque. Women lift the cylinders, which weigh ~~t~~ 35 to 40 pounds, off the conveyor belt onto the benches. There are men working all around but it is said that the women elect to lift the cylinders themselves.

fl **Shops 235 and 236 — Crankshaft, Intermediate Nose, Power Sections.**

In these shops the parts are too heavy for women to lift, but they do handle them and turn them, which involves considerable effort. Women check, polish, adjust and add bolts, etc. They polish tappet guides and tappets. They do skilled bench work on reduction gears.

fl **Shop 237 — Blower Section and Fuel Pump.**

Fuel pumps are completely overhauled by women, usually one unit to a person. This is mostly bench work. Seats are long oblong stools without backs.

fl — **Shop 238 — Carburetors.**

An experienced girl can and does completely overhaul a carburetor. They are of all sizes and types and ~~weigh an~~ average ~~of~~ 50 pounds in weight. After soaking in a tank of Turco (creosol base), the carburetor is sprayed with high flash solvent and dried off with a final gasoline spray. A worker usually handles one carburetor a day. Only very experienced workers test their own. The flow bench for testing has one woman learner and six men on the job. The carburetors are calibrated here according to a chart and no further adjustment is done except by the ground crew on the test line.

Newly assigned women are given only the simplest jobs to do, such as sorting nuts and bolts. They continue work under closest supervision. It usually requires six months' experience before a woman can work independently.

fol

Shop 239 — Paint.

Women do only the masking of parts in this shop.

Shop 241 — Metal Welding.

This shop does odd jobs of repair. Women use torches to burn solder off old fitting; they saw terminals off used conduits; they repair ignition harness and deflectors. All the work in this shop is light.

Shop 242 — Ignition.

The ignition shop~~s~~ prepares spark plugs for re-use. Dirty plugs are unscrewed on a machine and the threaded end sent out for reworking. The plugs are cleaned in various ways. They are placed in a machine ~~which~~ that twirls them against a polishing tape of aluminum oxide, which is held by the woman worker. There is suction to exhaust the dust. Women space the points on a hand-operated machine and test them for clearance. One woman operates a special testing machine on which a mirror reflects the sparks, which must be judged for color and continuity. This is a skilled job. Other women buff, spray the inside with lubricant, mask before sending to the paint shop, unmask, brush on lubricant, wrap, and package.

Shop 243 — Assembly, Final Check.

Four women work on the final assembly of the complete engine. Two work together as a team. They are under the direction of a mechanic but work practically alone. All the engine parts are on the conveyor. A chain hoist is used for the blower, which is complete when it comes to the shop. The complete engine is then built up. The women do everything, just as the men are able to do it, including timing the magneto and sending the engine to test. It is not practical to handle cylinders with a chain hoist and they must be held up while they are put in place. The supervisor of this shop expressed the opinion that this work is really too hard, but that the women want to do it and that they are very good at it.

Shop 244 - Test.

One girl operator handles the controls of an engine on its 5- to 8-hour running test. A crew rolls the engine into the test cell and attaches it ready for the test. But if necessary this woman is able to make her own attachments and adjustments. When the test is completed the crew is supposed to disconnect the engine, but if for any reason the crew is busy elsewhere, she must herself disconnect the engine and roll it out of the test cell at once. Each operator works alone and is solely responsible for that engine, but the other worker who watches his engine from the same space acts as relief, watching both engines for lunch periods, etc.

Shop 263 - Parkerizing.

In this shop paint and rust are stripped from old spark plugs, small springs, etc., and they are then given protective coatings as needed. Small baskets are used for carrying the parts from tank to tank, so the work is not heavy. Tanks are well exhausted but some fumes are noticeable. Coatings include parelketone and lacquer, for which there is a small dryer. There is only one woman in this shop and she has been there a year.

Shop 260 - Preservation.

This shop preserves the engine after test. The inside has already been flushed with preservative in the test cell. The operation must be completed within

Type what is at foot & paste on & turn up ~~see~~ foot.

three hours of the time the running test is over. The engine is first sprayed with cleaning solvent out of doors, where women help by removing rocker box civers and wiping off parts and stands. The engine is then rolled inside to a booth where two women spray it with parelketone, about ~~twenty~~ 20 minutes to an engine. The carburetor and other detached parts are also sprayed, wrapped, and placed on the engine stand. From here the engine goes directly into use on a plane or to the Supply Department, where it is sealed in a bag for storage or shipment.

Workers are interchanged between shops 230 and 260, as they are ~~both~~ in the same room. Work in both shops is unavoidably dirty and disagreeable and workers are paid an extra 6 cents an hour while doing this work. Parelketone is very irritating to the skin and workers are required to wash immediately after using it.

Recommendations.

Shop 260.

The work of this shop is dirty and the preservatiye used is irritating to the skin. There is only one wash basin for the use of women. The lavatory facilities are inadequate and there should be showers. This condition is known to management and an effort is being made to remedy it.

Shop 238.

Rolling stand should be provided for women to take carburetors to and from the cleaning tanks.

Since so much of the work in this division is heavy, extreme care should be used by the station in assigning women to the division and by the division in assigning women to jobs. This is particularly important in the shops where large parts are handled. Every effort should be made to install mechanical aids.

This division should also provide ample washing facilities for women, as much of the work is very dirty.

Turn-over. ¶ There were 18 terminations among the women in this division, or a 10.3 per ~~[illegible]~~. Four women left through personal illness and 4 to join their ~~military~~ service husbands; the others were scattered as to cause.

3 of these being discharged.

~~18 Term~~ ~~[illegible]~~

~~and 10.3~~ % rate.

EMERGENCY REPAIR DIVISION

Women's Occupations.

Minor repairs, emergency repairs, and modification of aircraft is done in the Emergency Repair Division. In this Division there is ~~just~~ only one woman laborer~~; and~~, all the other women are helpers and mechanic learners, 17 of the former and 8 of the latter.

There are two main categories of work in this division: Bench work and machine operating and workout on planes. The better workers are placed on work on planes and the others are placed on bench work. Typical bench work and machine operations performed by women include -

Squeezer riveting
Gun riveting
Operating electric and pneumatic portable drills
Band-saw operating
Single-spindle drill-press operator
Shear operator (about three foot shear used for cutting small pieces of metal)
Brake operator
Metal-stretcher operator } Special metal-stretching and metal-
Metal-shrinker operator } shrinking machines developed and built at the Naval Air Station
Filing and burring
Bench subassembly

The women doing bench work and machine operating shift around on a variety of jobs and are not confined to any one type of work.

Women doing work on planes are now mainly on modification operations where new and special equipment is installed and minor changes are made. Some of the work requires a considerable amount of climbing around, and because of this some of the older women are ~~apt~~ likely to complain of the workout on planes. The women are first taught one type of installation and are then gradually taught a variety of operations. Typical installations performed by women include instruments, controls, panel boards, oxygen tanks, windshields, straps, brackets, rubber strips, etc.

The one woman laborer in this division cleans planes primarily, prior to repainting sections or putting on new insignia.

Some women are doing progress work of following "egrys" (work orders).

lc <**TURN-OVER SUMMARY** ⊙

This ~~D~~ivision had a monthly turn-over rate of 10.2 % during the two months studied, this being about average for the Assembly and Repair Department as a whole. A total of ~~six~~ 6 women terminated in the period. Two women were discharged because of irregular attendance. One of these women had been employed 4 months and the other 6 months. One had no mechanical ability so ~~she~~ had been placed on odd laboring jobs ~~al~~though rated as a mechanic learner. She drank a great deal and her attendance had been very bad, with 29 days of LWOP in four months.

One woman went to Texas to be with her husband who was in the Army. One woman was getting married and moving to Los Angeles. The one woman shown as having left for family reasons was "scared out of town" by her husband and went ~~down~~ to Alabama. She left the Station without resigning, so ~~she~~ was really discharged after having been employed a little over a month. The sixth woman was shown officially as having resigned to join her husband in Arizona. Actually she refused to be transferred to another job and resigned. She had a progress job of following "egrys" or work orders, and was to have been shifted to another line of work, which she refused. She is now back on the Station working in the Engine Overhaul Division.

Two of the women who left did modification workout on the planes. One had a progress job of following work orders, one did bench work, and two did odd laboring jobs of cleaning airplanes / and so forth. In this ~~D~~ivision the nature of the work seemed to have no relation to turn-over.

Type side head

OVERHAUL CONTROL DIVISION

When a plane is brought to the Naval Air Station for repairs it is first taken ~~over~~ to the Overhaul Control Division. There it is completely disassembled and estimates are made of necessary repairs or replacement of damaged or missing parts. Then all parts are sent out to the respective divisions for necessary work.

Women's Occupations

See

fl

Shop 501 - Disassembly (Total 57. Female 34).

Planes are disassembled both in the shop and out on the field. Those working out on the fields are being trained to assist on the disassembly of an entire plane rather than the disassembly of one type of equipment. There are certain interchangeable parts such as wings, engines, seats, ordnance, instruments, tail surfaces, etc., which are disassembled and routed for repair and reassembly on any plane of a particular type. There are other non-interchangeable parts which must be marked specially for ultimate assembly back on the same plane.

In the disassembly work in the shop there is specialization on one particular type~~s~~ of disassembly, such as wings, control surfaces, ordnance, engines, instruments, hydraulic units, fuselage, electrical, gas and oil systems, and miscellaneous equipment (pilot seats, oxygen tanks, life belts, windshields, etc.). On instrument and ordnance material the equipment is merely taken out of the plane and the analysis of what needs to be repaired is done in the instrument and ordnance shop. On fuselage women assist men in disassembly, but men do the analysis of repair work that ~~needs to~~ must be done.

On other disassembly women disassemble the parts sufficiently to see what needs to be done. Three women have been trained to identify all parts of a certain type of assembly. They can analyze what repairs are needed and write "egrys" or work orders, and route the part through all the necessary shops for

complete overhaul and repair.

There is a group of women that work on what are called "burr" benches. Small metal tags called "burrs" are made, with the identification number of the part, the order number, and the shops through which the part must be routed.

They use the photographic catalog~~a~~s of the Bureau of Aeronautics to identify the parts, incorporate all the latest Bureau of Aeronautics changes, and attach the proper burr to each part. This work requires considerable training and is one of the more skilled jobs in the ~~D~~ivision.

Women on the burr benches start as mechanic learners, are broken in on disassembly operations, identification of parts, and gradually taught the burring operations. This burr bench work is subdivided into different types of equipment: wings, landing gear, ordnance, electrical, engines, miscellaneous (life belt, pilot seats, oxygen tanks, etc.).

fl **Shop 502 - Cleaning and Metalizing (~~T~~ total -94, ~~F~~-40).** female

In this shop women clean all types of parts and subassemblies, including wings, fuselage, tail assemblies, tubing, etc. Often the wing assemblies are cleaned by men first, using the spray method. Women wipe and clean them thoroughly by hand. They use cleaning solvents on rags, brushes, and scrape and clean every little section. They scrape tubes with stiff brushes and solvents and blow clean with an air hose. Care is needed in cleaning tubing so that ~~they~~ it ~~are~~ is not bent or injured.

Women clean all parts so that they can be inspected for any flaw, no matter how minute. They apply paint remover with paint brushes and remove every vestige of paint, grease, or oil.

All cleaning cloths of this division are washed every day by men who operate big washing machines and air dryers. Women stuff the clean rags into sacks for distribution to all shops.

Women clean rubber gas tanks, pilot seats, and all other types of fixed equipment.

Aprons, gloves, jackets, and rubber boots are furnished to women who need them in this work. Industrial hand cream is also furnished.

fl

total

Shop 503 - Routing, Inspection, Magnaflux, Transportation ([illegible]-19, [illegible]-7).

female

In the transportation shop there are ~~mainly~~ chiefly laborers but also a few mechanic learners. Women are employed as scooter operators, Clark tractor operators, and truck drivers. One woman acts as an expediter or dispatcher, segregating all material and routing it to proper shops. She handles over 5,000 parts a day.

No women are used on magnaflux inspection. Much of the material handled is too heavy for them and some women have expressed a fear of working on this inspection because of the electricity.

There are a few women employed as "egry" or work-order writers. They are rated as mechanic learners or aircraft mechanic helpers, rather than CAF's, because they must have a certain mechanical knowledge to do the work. In the course of their work they use the photographic catalogs of the Bureau of Aeronautics and make certain that all Bureau changes have been incorporated in the proposed repair work.

fl

total

Shop 504 - Parts Sorting ([illegible]-31, [illegible]-30).

female

In the Parts-Sorting Shop all small parts such as screws, bolts, washers, rivets, clamps and small fittings are sorted and minor repairs made. The parts come degreased and cleaned. They are segregated and some recleaned and repaired.

It takes approximately two months to break the women in on all operations in this shop. They are shifted around on different types of work to enable them to learn a variety of jobs and to relieve eye strain. If they sort parts of one type too long they are apt to develop a bad headache because of fixation in eye focus. To prevent this the women are alternated on sorting large and small parts and parts of ~~different~~ various sizes.

All sorting is done by eye and by ~~feel~~ touch. Some women can feel the different thicknesses of washers to 13/1000th of an inch. The threads of all screws and nuts are checked. All clamps are repaired by straightening and fitting to gages and screwing together to make practically a new clamp. Fittings are repaired and recleaned. The repair work done involves mainly dressing up threads with a file and testing all threads.

~~There is~~ a one-armed woman is employed on parts-sorting in this shop.

There is a parts-sorting machine operated by women ~~which~~ that segregates the steel parts from the dural parts. The dural and steel parts are moved on separate belts where women stand and pick off screws, bolts, washers, clamps, etc., placing them in different containers.

There are two women "baggers" who put up parts in small packages for the storeroom.

There are three women snappers and one woman leadingman in this shop. The leadingman has worked in the division for about three years. She does some work herself in addition to supervising all the women.

All 26 women on parts-sorting are rated as classified laborers. They start at 76 cents an hour, but by now most of them have attained the maximum laborers' rate of 88 cents an hour.

Most of the work in this shop is done sitting down and very good seats with backs are provided. The women use an industrial ~~hand~~ cream to prevent discoloration of their hands from the constant handling of metal parts.

Shop 505 - Salvage Shop.

~~There are~~ no women are employed in the main salvage shop at the present time. There were a few women in this shop, but as there were no physical facilities for them they were transferred and the shop has discontinued hiring ~~them~~ women.

fl

Shop 506 - Segregation.

Segregation of salvagable metals is done in this shop. They use a magnet to attract steel, and on other metals they scratch the paint and identify the metal by appearance. Supervisors report that it takes ~~quite~~ some time to train women so that they can accurately identify all materials.

fl

Shop 509 - Plating.

There is one woman employed in the plate shop. She cleans parts prior to plating and does anodizing. She also does nickle, copper, and cadmium plating. She has a rating of helper general, maximum. She was trained on the job for this work, first being placed on cleaning, buffing, and polishing small parts. Now she does primarily plating.

Previously there had been two other women in this shop but they did not work out well because they were afraid of the acids and solutions.

~~SUMMARY OF TURN-OVER~~ Turn-over.

Laborers are believed to leave for more questionable reasons than the mechanic learners in this division. Petty jealousies are a source of trouble among the women. Some women complain about wage rates when they cannot understand the basis for wage reviews, why certain deductions are made, and so forth. Some complain~~ed~~ of being shifted onto different types of work ~~than~~ from those originally assigned, many having the idea that they can always remain on the work to which ~~originally~~ first assigned. Now when women ~~first~~ come to the division they are told that they may be shifted around on different types of work.

Five of the thirty leaving this division did so because of inadequate housing, ~~which~~ this was the ~~most~~ largest proportion leaving ~~for this~~ that reason ~~in~~ any one division. Three of the five were returning home to Kansas, Missouri, and Oklahoma. One lived some distance from San Diego and wanted to live ~~closer in~~ nearer but could find no suitable accommodations in San Diego. She finally decided to quit because her

husband did not want her to work anyway. The fifth person leaving for housing decided to live with a sick aunt where she could work and care for her aunt in exchange for board and room.

fl **Shop 501 ~~- Disassembly~~.**

There were ~~nine~~ 9 terminations among the 34 women employed in this shop during the period studied. There were two instances of where a more careful screening of applicants could possibly have prevented turn-over in that the condition leading to resignation must have been known at the inception of employment. One of these left for household duties and transportation difficulties after one month. One working on engine disassembly left due to the nature of the job after two months, deciding she would sooner do office work although she had no training for office work.

fl **Shop 502 ~~- Cleaning and Metalizing~~.**

Twelve women, ~~ten~~ 10 of whom worked only two months or ~~under~~ less, terminated out of this shop. Five complained that the work was too heavy, that fumes bothered them, or that their health wouldn't stand up under it. Some women are susceptible to cleaning fluid and solvent fumes, so it should not be made difficult for them to transfer to another shop.

fl **Shop 504 ~~- Parts Sorting~~.**

This shop never has had many women who want to either transfer or leave. During the two-month period studied, only 4 women ~~out of~~ in a total of 30 terminated. Two had been hired for ~~just~~ the summer and were returning to school. One went to join her husband, who was returning from the war zone. The fourth woman, after ~~seven~~ 7 months' employment, left for a combination of reasons including child care, household duties, and personal illness; the mother who had been caring for her three children became ill, so she had to stay at home and care for the children and her mother. She had also been out on two months' leave previous to this because of throat trouble and pneumonia. Her supervisor see ~~query~~

contended that she was just "worn" out and sick from trying to run a household and hold down a full-time job.

None of these terminations could be charged to shop conditions.

fl

Shop 505 ~~[illegible]~~ ~~See p. 97~~ 505 f

This shop is in a two-sided building at the waters edge and open to the wind of the bay. The lighting is very poor. This shop has ~~in~~ make a request to have ~~this~~ the building completed and adequate lighting installed. As soon as facilities for women are available (no woman are now employed), this shop will move over to the main salvage yard where Shop 505 is now located. Of the women who terminated from this shop, two had constant colds and their attendance was irregular.

So this only 2

Why no turn-over rate?
30 term., a 12.7 % rate.

see p. 98

see margin

STRUCTURES DIVISION

Besides repairs to wings, propellers, fuselages, this division handles fuel tanks, cables and wire, windshields and cabin enclosures, parachutes, and all fabric work.

Women have been employed in parachute and fabric work since before the war. They have since been assigned all through the division. Supervisors of this division are alert in watching for cumulative fatigue, excessive weight lifting or pulling, and have, in several instances, stopped assigning women to jobs that ~~which~~ are proving unsuitable. Women no longer patch, deflate, and roll up life rafts, because the work was found to be too exhausting and heavy. Some of the operations involved in washing propellers have proved too hard and women are no longer doing these particular jobs. There is an infinite variety of good jobs for women in the division, however, and there seems to be constant reengineering to make more of the work practicable for women.

Women's Occupations. ~~Shop Summaries~~

(see

fl

Shop/ 605 - Fuselage.

Complete repairs to fuselages of all types are made in this shop. Old rivets are drilled out and replacement parts are made as needed for skin, bulkhead, and frame. The old skin is flattened out and used as a pattern for cutting the new piece, and holes are matched up as far as possible. The new skin is then bolted in place and riveted. Holes are cut and brackets installed for new parts. To rivet 3/16 or 1/4 inch rivets and bolt them takes quite a degree of strength. Rusty screws, bolts, and copper keys are replaced. Touch-up with chrome yellow is done as needed.

Only five or six women have stayed for any length of time in this shop. They seem to like the work and the shop and the supervisors but the physical demands are more than they can meet over a considerable period ~~of time~~.

Shop 606 - Surfaces.

Work on large wings and tail surfaces is substantially the same as that done on fuselages. It involves climbing and working in awkward positions, riveting and bucking up, sawing and filing. Large wings require more physical effort than those of smaller surface. Frames are straightened in jigs, spare parts made, struts put in place, etc. In shop 606-3, wing surfaces are repaired and smaller surfaces handled and the work is consequently less strenuous. Most of the work is done from blueprints and is of endless variety.

Shop 607 - Fabric.

Women in this shop are doing power-machine sewing of gun covers, cushions, upholstery, repairing of flying suits, and hand sewing of fabric on wing surfaces, etc. Women have been employed at this work for a long ~~period of~~ time, as it is traditionally women's work and ~~very~~ wholly suitable. Women are trained to do all the operations and repair jobs in the shop, so they are being changed about on jobs and the work is never monotonous.

Until recently, women were patching, deflating, and rolling up life rafts. This work was excessively heavy and unpleasant and is now done entirely by men.

Women are "doping" fabric in the ~~same~~ room with ~~those~~ others engaged in sewing operations. This is not a desirable situation, though the women report that they quickly become accustomed to the odor of the dope and do not object to it. Women who are doping use protective hand cream and there has been no skin trouble among women so employed.

Shop 611 - Cable and Wire.

This shop employs ~~seven~~ 7 women who splice, solder and work on cable of the lighter weights. They do all the operations ~~which~~ that men do on the heavier-weight cable. Physical strength is required to pull the wires through to make a tight splice.

Shop 613 — Propellors

In this shop propellors are washed with solvent and lacquer thinner, completely overhauled, repaired and adjusted. Fourteen propellors a day must be handled to keep up with the work load. Women were tried on the washing operation but the work was too heavy for them, as the hubs weigh around 35 pounds. Men are now doing all the washing. Women work on the overhauling of governors and are proving very satisfactory. They assist electricians, they assist also in all adjustments for pitch, clean up and inspect small parts, pack blade springs, and do many other jobs in which excessive weight lifting is not involved.

Shop 614 — Paint

Women do brush painting on repair jobs and also brush cleaning preparatory to painting. No women are doing spray painting, though there are exceptionally well-ventilated spray booths. Supervisors declare that the reason women are not employed in the spray booths is that they object to the odor of the paint. It is felt however, by women in the shop that men are given the preference for this type of work and that the odor of paint in the spray booths is actually less than out in the shop.

Shop 671 — Windshields

All types of plexi-glass cabin enclosures are made in this shop. Men do the moulding of the heated sheets and supervise the cooling. Women as well as men grind off the imperfections and buff smooth. Men and women both cover the edge of the glass, make framed units, insert screws after drilling, assemble gun mounts in a complete unit. They clean, polish and inspect glass. This work is exceptionally adapted to women and they are good at it.

Shop 683 — Parachutes

In this shop new parachutes are made, used ones washed and repaired. There is no sectional work here. Each worker must be able to do all the jobs in the shop and change about as needed. The only exception is that one woman operates the power cutter during her entire shift. The chutes are handled by overhead pulley.

see the margin

Each woman must operate single, double, and four-needle machines as well as the zig-zag machine. Rip cords are dipped in trichlorethylene and in parelketone preservative and dried. They are then sewed on with heavy-duty sewing machines.

Canvas workers sew the pack for the chutes and make the attachments for the life rafts.

All inspectors must first have made parachutes. They inspect only four hours a day and sew the rest of the time as a relief. This shop had 51 women rated mechanics at the time of this survey.

Turn-over.

~~Structures Division Summary~~

← see

fl

Shop 606.

Eighteen women left from this shop. One had been employed 8 months, ~~two~~ 2 for six months, ~~four~~ 4 for five months, and ~~two~~ 2 for four months. Since these ~~nine~~ 9 represented 48 months of employment, they were a distinct loss to the station. It is reported that one of the women who had been employed five months and was discharged for irregular attendance~~,~~ had asked for a transfer because the standing nature of her job was affecting her feet, and she was refused. Prior to her assignment in this shop she had been an assistant instructor in the school for three months and had not missed a day. Another, discharged for unauthorized leave, was reported dissatisfied with her job. A third person, after six months' employment was discharged because of inability to satisfactorily perform the duties assigned her. She was still in the Mechanic Learner Intermediate classification.

fl

Shop 605.

Twelve women terminated from this shop. Three of these ~~just~~ simply left town without satisfactory evidence of validity of reason. Another woman after ~~seven~~ 7 months' employment was discharged for unauthorized leave. Subsequent investigation disclose~~s~~d that she ~~is~~ was working in San Diego. She was still in the Mechanic Learner Intermediate classification. Many others left for reasons of very doubtful validity.

The only case of a woman leaving because she did~~n't~~ not like her supervisor came from this division. She had been employed ~~seventeen~~ 17 months. Another after seven months' employment actually left to take a better job ~~though~~ but she gave another reason for terminating.

Thirty of the 41 women who terminated came from shops 605 and 606. The work in these shops, while of great variety and interest, is quite strenuous physically. Cumulative fatigue may ~~be~~ account~~ing~~ for many of these terminations, though other reasons are given as the primary motive. In spite of the willingness of management to transfer women to different shops within the division, it would seem that some of those leaving might have been placed advantageously in another department and not lost to the N. A. S. ~~Points~~?

The rest-room facilities in shop 607 are ~~both~~ inadequate and inconveniently located.

Two women who terminated from shop 607 were repairing and working on life rafts. This work is no longer assigned to women.

ASSEMBLY DIVISION

see

In this division all parts of planes are sub-assembled, all instruments and fixed equipment, and all parts of the planes are assembled and installed. The plane is assembled, checked, inspected, and sent to the Test Line.

The Division is divided into four main areas. A leadingman supervisor of each area controls the progress of the work in ~~the~~ his entire area. Each shop working in the area has a crew leader.

SHOPS.

712	Sub-assembly of electrical equipment.
717	Installation of hydraulic~~s~~ and flight controls.
718	" " fuel, fire, and oil systems.
719	" " fixed equipment.
721	Engine sub-assembly and installation.
722	Rigging, Wing and tail assemblies.
723	Test line.
725	Installation of cowling, fairing, and fillets.
770	Store room.
771	Cowling sub-assembly.
772	Wing sub-assembly.
773	Small-parts sub-assembly.
780	Instrument installation.

Women's Occupations. (see

~~SHOP SUMMARIES~~

fl **Shop 770 Store room.**

Women placed in the store room have been in the vestibule shop for three weeks. After parts and sub-assemblies are complete and checked they are sent to the store room in the Assembly Department. The girls in the store room must know every piece of equipment in the store room and be able to dispense it promptly and accurately. Each girl gives special study to the equipment on a certain type of ship and so each is practically a "specialist" on that particular ship's equipment.

In the tubing store section are hung all the tubes and electric conduits for all ships. Each type of tubing is marked by color bands and all the tubing and wiring for each type of ship is hung in a subsection.

flush

Shop 771 - Cowling sub-assembly.

Shop 772 - Wing sub-assembly.

Shop 773 - Small-parts sub-assembly.

Women do much of the work in those shops. They start with small sub-assemblies and progress until ~~they are~~ able to do most of the sub-assembly work without constant supervision. They assemble cowl flaps and speed rings. They assemble accessories to gunner's seats, floor boards, head rests, hoses (which are made up from Egrys), radar tables, rib assemblies for wings, gunner's foot rests, etc. They assemble torque tubes with control sticks and control cables.

Many women are able to work from blueprints and carry on independent operations. All sub-assemblies are inspected before they are sent to the store room.

fl **Shop 712 Sub-assembly of electrical equipment.**

Women do about 90% of the bench work in this shop. ~~This~~ The shop (see

installs panel boards, fuel transmitters, lighting equipment, electric motors, warning systems, etc. Women help with these installations but a large proportion of their time is spent on bonding. (Bonding is a low-resistance electrical connection put between two moving parts to eliminate high frequency electricity caused by friction.) Women use hand tools only in this shop.

fl 717 - Shop 171 Installation of hydraulic s and flight controls. 717

Women are helping install hydraulic lines and pumps, landing gear, flight controls, torque push rods, bell cranks, remote controls. They use hand tools and electric drills. They use testing equipment ~~which~~ that consists mainly of pressure machines to run fluid through hydraulic systems at the same pressure ~~which~~ that the plane itself will use when in operation. They install brakes and adjust for clearance.

fl Shop 718 Installation of fuel, fire and oil systems.

Women assist in installing tanks and tubing, fuel pumps, and all other parts of the fuel and oil systems. They use hand tools only.

fl Shop 719 Installation of fixed equipment.

Fixed equipment includes: Enclosures, windshields, baggage compartments, map cases, seats, bomb-bay doors, arresting gear, armor plate, head rests, etc. One woman in this shop is an air Mechanic General and acts as a crew leader.

fl Shop 721 Engine sub-assembly and installation.

This shop is in two sections, one of which puts the accessories on the engine and completes it entirely, the other installs the engines on the ship.

In the sub-assembly section women install on the engine such equipment as: tachometers, generators, carburetors, starters, distributors, ignition harness, engine mounts, cowling formers, speed rings, cowlings, etc. The engine is now in what is called the "quick change" stage. It may then be installed in a plane by mounting and connecting up the fuel, oil and ignition

systems; ~~Or~~, if it is not to be installed in a plane on the floor and as it is already covered with preservative, it is either sent to the Supply Department where it is boxed for shipment or to the Emergency Repair Division.

fl

Shop 722 Rigging.

This shop installs wing and tail assemblies, and since the work is too heavy, no women are employed.

fl

Shop 723 Test Line.

There are no civilians in this test-line shop. This final test, which includes test flights, is handled entirely by Navy personnel.

fl

Shop 725 Installation of cowling, fairing and fillets.

Fairing is the streamlining and connecting material covering body connections. Fillet is a small fairing. Women put on fairing and are very adept at the work. The fairing is cut and assembled and bolted in place. Women use power screw drivers and electric hand drills in this operation.

fl

Shop 780 Instrument Installation,

This shop installs and tests all instruments on the plane. These include: artificial horizons, pilot's direction indicators, compasses, turn-and-bank indicators, altimeters, air-speed indicators, etc.

All instrument installations are inspected. Women are proving very capable in this shop. The work is definitely ~~very~~ quite suitable for them. The woman who is in charge of the instrument stores has been in the instrument shop for 20 months. She identifies, receives, checks, and issues all instruments. They are kept under lock and key at all times while ~~being~~ stored.

fl

Shop 182 Ordnance,

This shop is not part of the assembly division, but since the work of installing ordnance is done here on the floor, ~~this~~ the shop is included in this division summary.

The fixed mounts for the guns are put in the fuselage by the

Structures division. Shop~~s~~ 152 installs the guns and bomb racks.

fl **Shop 112. Electrical accessories.**

This shop, part of the Accessories division, installs the wiring for radio and electrical equipment. Women are excellent in this work. They should be small and very active to be satisfactory, as much of their work is done in very confined places.

Turn-over .

There have been many complaints from women that the store room in this division is cold and damp. Very recently a balcony was built and much of the sub-assembly of small parts is now done there. In the store room proper there are electric heaters by many of the desks and mats on the floor, but the tubing balcony makes a low ceiling and there is no heat except right at the desks. The lighting is hardly adequate. A high incidence of colds is reported among these store room girls. All ~~seven~~ 7 of the terminations from this division during September and October were women who worked in this part of the building.

The women's counselor reports a great deal of menstrual ~~disorders~~ trouble among women working on installations on ships. The climbing and reaching and twisting is said to be the cause of this ~~trouble~~. Women do not lift parts of any appreciable weight into or up onto the planes. They do no heavy lifting of any sort. There were no terminations ~~from~~ among this group during the survey period.

However, they do complain of the cold and it is felt that some adequate means of heating the building on cold days should be provided. The windows of the building are blacked out and the big doors are opened for both heat and light.

See ~~[illegible]~~
– nothing
d.d.

METAL DIVISION ~~(T-429, F-165)~~

The Metal Division is where small metal parts and subassemblies, exhaust manifolds, and all metal repairs are made. It has its own pattern shop, foundry, drop-hammer shop, metal-working machines of all kinds, and welding equipment. It has 429 employees, 165 of them women.

<Women's Occupations. <

fl **Shop 811 - Steel-Parts Manufacturing and Repair.** See

Women in this shop are doing acetylene welding. Most of them are doing tack welding, but ~~there are~~ two ~~who~~ have passed the Navy welding test for all types of acetylene welding. Most of the women coming into this shop have had previous welding experience. There are welding classes where workers may take welding on their own time, and many metalsmiths are doing this.

fl **Shop 812 - Layout and Patterns.**

In this shop women are working in the template storage room as junior storekeepers. They check the templates in and out and keep storage records.

Six women are employed as template makers in the layout shop. They perform all the operations involved in template making, starting from the very beginning of laying out the templates from blueprints. Two of the women have been employed on this work for over a year. Only those with exceptional educational backgrounds and with a good deal of mathematics have been selected for this work. These women have taken training for this, ~~work~~ partly on their own time and partly on government time. They are classified as metalsmith helpers.

One woman is employed as a plaster-pattern maker, making molds from templates and performing all the operations. She has been on this work for two years and is rated as a metalsmith helper maximum. She took a course in plaster-pattern making at the Ford Building in Balboa Park before starting on the job.

fl **Shop 813 - Heat Treat.**

In this shop there is not only heat treating, but blacksmithing and welding of manifolds. One woman is certified as a stainless-steel welder, and is welding stainless-steel manifolds. Some women are employed at heat treating rivets in electric ovens and placing rivets in refrigerators. a ~~One~~ woman who has since left used to tend the heat-treat baths, placing parts in the baths and taking them out. This is a very hot job, but the woman who was on it liked the work.

fl

Shop 814 - Machine Operations.

Women in this department are employed on the following types of machines and metal-working operations:

Drill press, single spindle
Punch press
Wiedmann turret punch~~er~~
Band saw
Routing machine
Squaring shear (small size)
Spot welding - women operate the machines but do not set them
Aluminum welding
Burring and filing of parts
Stamping identification numbers on parts
Silver soldering
Hand forming of metal around form blocks and dies. This is done on ~~to~~ pieces coming from the presses and heat-treat department.

fl

Shop 815 - Small-Parts Manufacturing and Repair.

In this shop there is small-parts manufacturing and repair, involving primarily bench work. Women are employed on bench assembly, hand forming and straightening of metal parts, drilling, and gun and squeezer riveting.

fl

Shop 816 - Tube Forming.

Women in this shop are shifted around on the following types of work:

Tube-bending-machine operator
Flaring-machine operator
Rotary-saw operator (cutting tubing to length)
Squaring ends of tubing by filing
Putting fittings on tubing
Putting protective caps on ends of tubing
Putting colored identification bands on tubing
Template storeroom helper~~s~~

fl

Shop 818 - Engine Cowling Repair.

Women in this shop are first started on repair of flaps on cowling. This involves drilling, burring, straightening, riveting, hand forming of parts, etc. Fourteen of the 15 ~~fifteen~~ women employed in this shop are rated as helpers

See 2 only

and they work under the direction of an experienced male mechanic. Metalsmith helper maximum is the highest rate of any woman employed here.

Turn-over. See

A total of 31 women left this division in Sept. and October 1943. Five women left for personal illness, ~~and~~ two ~~were~~ after employ~~ed~~ment of one and two months. The latter two had doctor's statements substantiating their illness ~~which~~ that would seem to indicate that ~~their~~ such illness should have been detected in the initial physical examination for employment, so they ~~would~~ should not have been employed in the first place. None of the work that any ~~five~~ 5 of these women were on could have had any bearing on their leaving. Two of the ~~five~~ 5 were certified for "moderate" duties at the time of their physical examination.

Eight women left for child care and a ninth woman left for child care and household duties, which means that almost ~~over~~ one-third left for reasons of child care. See This would indicate need for much more counselling on child care before a woman is ~~ever~~ employed, and a need for counselling on individual child-care matters through some system of women coordinators after employment. In some cases the women found home responsibilities and working at the NAS too difficult and left for that reason. Some could not find anyone to care for the children after the person who had been caring for ~~the children~~ them left. Others quit work when their children had to return to school in the fall. #

Cree

PLANT DIVISION

This division is in charge of all maintenance work for the Assembly and Repair Department.

Cree

fl < Women's Occupations

Shop: 959 - Transportation and Garage.

Before they can be eligible for a job in this shop, women must hold a driver's license from some State. Before they are allowed to drive any A ~~and~~ & R equipment, they must pass the driver's test ~~which~~ that is given by the Station. This test has 30 questions and if a woman misses ~~over five~~ more than 5, she must take the examination again at a later date. Women are hired for this shop directly at the Labor Board or at "own request" transfer after they are on the Station.

Women drive both U. S. Navy equipment and industrial equipment. They must wear slacks, solid-toed shoes, and have their hair covered. Each woman is supplied with a complete set of oilskins, including coat, pants, boots, and Sou'westers. Shifts are staggered in this order:

7 a.m. to 3:30 p.m.
7:30 a.m. to 4:00 p.m.
8 a.m. to 4:30 p.m.

Girls are given their choice of shifts and there are no night shifts. The supervisor of this shop feels that the early ~~twenties~~ 20's is the best age group for this work.

On assignment to the shop, women spend one week learning the location of all shops and buildings in the yard. They ride with an experienced driver during this time. They learn to check the oil, gas, and water of all equipment they will be expected to drive. They are instructed in the use of CO_2 fire extinguishers, which are on all equipment. A good-sized fire is actually started and they are expected to put it out efficiently as a test of their ability. Besides pick-up and heavier trucks, women are driving trucks and trailers. They are able to hitch on the trailer in an emergency, though this is normally done by men. They operate 5-ton Hysters, but before so doing must pass the regular Navy crane-operator physical examination. They run Clark tractors ~~which~~ that tow planes all over the yard and frequently operate them on the highways. They hook the planes onto the tow bars at the back of the tractor.

fl **Shop 987 - Plastic Manufacture,**

There are ~~three~~ 3 women in this shop. They are making badges and identification cards. In this operation they use a laminating press and a punch press. They handle the heat and pressure controls on the laminating presses. They make plastic numerals and letters on small plastic moulding machines, pouring the powdered plastic and handling the heat and pressure for the entire process. They smooth the edges of these letters and numerals with a small jeweler's file. They also repair badges, identification cards, and pins.

fl **Shop 990 - Mechanical Maintenance.**

This shop is responsible for the rigging and installation of machinery in the A ~~and~~ & R department. They service all machinery, disassemble, repair, and reassemble all mechanical equipment. Sometimes the work is done right in ~~whatever~~ the shop where the machinery is located, other times the machine is picked up and brought into shop 990. ~~So~~ Thus far the shop has only ~~three~~ 3 women and they are not sent outside the shop.

Women repair gauges, welding equipment, make up air-hose connections, repair pneumatic tools of all types, repair and service sewing machines and numerous other pieces of mechanical equipment.

fl **Shop 991 - Electrical Maintenance.**

This shop is responsible for the servicing and repair of all electrical-maintenance equipment. There are ~~six~~ 6 women employed in the shop. They assemble switches and portable electric equipment, make up electric extensions, resistance boxes, floodlights, etc. They use soldering irons, electric hand drills, band saws, grinding wheels. The operations listed ~~above~~ are only representative of the many operations performed by women in this shop.

fl

Shop 994 - Joiner Shop.

This shop does miscellaneous wood-working jobs for the A ~~and~~ & R department. There are ~~thirteen~~ 13 women employed in this shop on the day shift only.

They assist in making boxes, desks, and similar equipment, assemble benches, pad wing dollies with felt and canvas padding wich is nailed on. They assist on band saws, shapers, wood borers; they glue and sandpaper woodwork. Several women operate mortising and tenoning machines.

fl

Shop 995 - Sweepers and Janitors.

Since this shop cleans offices and shops for the entire A ~~and~~ & R department, it has been found most practical to stagger the shifts of the workers. The shifts are -

7 a.m. to 3:30 p.m.
7:30 a.m. to 4 p.m.
3:44 p.m. to 12 p.m.
12 p.m. to 8 a.m.

Women sweepers and janitors clean and sweep in all the shops. They sweep up all material, including bolts, nuts, screws, and metal scrap. Metal scrap they put unsorted into cans outside each building, which are provided by the salvage division. They wash woodwork and windows, dust and sweep. However, neither they nor the matrons do any cleaning ~~which~~ that necessitates their climbing on ladders. They use 14-inch, 24-inch, and 26-inch brooms.

Matrons are assigned a permanent station. They are responsible for the cleanliness of their stations. There is a matron supervisor who is a registered nurse, whose duty is to check on the sanitary conditions of rest rooms.

This shop operates as a sort of labor pool from which all divisions can draw. When workers are sent to be under the jurisdiction of another division, their transfer papers are sent in the first Wednesday following and the succeeding Monday they are transferred from the rolls of shop 995 to the new division's rolls.

fl

Shop 996 — Jig and Fixture Shop.

This shop designs and makes all sorts of operating and testing equipment for the station, and for outlying stations both here and in the Pacific. They design, repair, and overhaul jigs and fixtures. They design ventilation equipment, paint and spray booths, water washers, parts washers, design horses, dollies, jacks, testing equipment for every possible purpose, make oxygen-tank trailers, engine hoists, and instruments for doctors and dentists are both designed and made. The most complicated hydraulic and electrical testing equipment is designed and made in this shop, and because of this skilled and experimental work, it has not been easy to adapt women to the work. However, they are doing many light sheet-metal operations. They shear metal, and operate band saws, spot-welding machines, do-all saws, brakes, single-spindle drills, and rolling machines. They use all light metal tools.

Turnover.

Since ~~nineteen~~ 19 of the ~~twenty-three~~ 23 ✓ women who terminated during September and October were in Shop 995 (Sweepers and Janitors), some discussion of the problems peculiar to this shop may be valuable.

Seven ~~out~~ of these ~~nineteen~~ 19 women worked less than ~~four~~ 4 days and were discharged for being AWOL. Four more worked between ~~fifteen~~ 15 days and one month. This represents an alarming cost to the station.

The nature of the work available in this shop should be explained thoroughly to every woman applicant before she is placed. It is less expensive and more efficient for the station not to put a woman ~~doing~~ on work she is unwilling to do. This work has little appeal and it is not easy to keep or hire an adequate force. A more thorough screening before hiring may temporarily slow up the filling of a necessary quota, but over a period of time the force can be built up of stable, satisfied employees.

There are some factors bearing on the high turn-over in this type of work over which little control can be exercised. The work requires little training and educational background, and so the more desirable employees are not allocated to this work. The job itself is uninteresting and has little or no possibilities of advancement, but it is not too arduous, and there is almost no responsibility connected with it.

About the only recourse open is to make sure that the prospective employee understands fully the nature of the work expected of her, and an effort should be made to give her an understanding of the dignity and importance to the war effort of this job.

Many women are inclined to feel that sweeping is not a "war job." It helps frequently to explain that the work of technicians in offices and on machines could not continue unless this housekeeping work is done. Another practice found helpful is to make such workers feel that there is something "special," something that needs particular care or attention, some technical factor connected with ~~her~~ their work ~~which~~ that ~~she~~ they must grasp. Since the women in this work do a certain amount of salvaging of metal, this can be played up. The metal in HER shop is most strategic, valuable, and hard to procure, therefore it isn't just anyone whom the station would trust to do this job. This gives a woman pride in her job and something to boast about to her friends, and makes her feel that there is a definite responsibility connected with her job.

Sometimes it pays definitely to take time to explain to a sweeper, the jobs and operations that the other people in the shop are doing. This makes her work more interesting and she realizes that her work is as necessary as any other work in the station, which is actually true.

(see sidehead only

MACHINE DIVISION

In this division parts and equipment are made and machinery is repaired. Tools and equipment and parts are made not only for North Island, but for Naval installations in outlying bases in the South Seas and Great Britain, as well as stations on the West Coast.

¶ The Shifts are 7:00 a.m. to 4:00 p.m., and
4:00 p.m. to 1:00 am.
The Lunch period is Staggered from 11:00 a.m. to 12:30 p.m.

Women as well as men are sent to Balboa High School in San Diego for machine-shop training. The usual procedure is to select women of special aptitude from among those taking their ~~three~~ 3 weeks' training at the Vestibule School. Those chosen for the machine-shop course are trained ~~from~~ for 12 to 20 weeks. They are on the Station payroll and are given the same pay increases they would receive if they were working right in shops on the island. Occasionally women who have been in the division are sent over to the school for further special training. Women who prove unadaptable at Balboa High School are sent back to the Vestibule School for assignment to other work.

The students do regular production work while in the school. This has the disadvantage that students frequently ~~work~~ remain too long ~~periods~~ on a certain type of production work, as the school is responsible for satisfactory completion of work for the division. This policy has a tendency to throw the emphasis of the school on production rather than ~~on~~ training.

The equipment at the school is owned by the Navy and the instructors were selected by the Navy from ~~within~~ the machine-shop personnel. These instructors are now paid by the state.

~~SHOP SUMMARIES~~

< Women's Occupations. ← see

Shop 1002 - Tool Manufacture

There are only ~~four~~ 4 women in this shop. They operate Pantograph Engraving machines and surface grinders. Since the work of this shop is highly

technical, very few women have been found with the experience or technical background necessary.

Shop 1003M - Parts Manufacture. ~~milling mach~~

Women operate milling machines making parts for machines and all types of equipment such as belting machines, etc. Some of these women are able to make up parts from blueprints and set up their own machines completely. Others vary in their ability to read blueprints and ability to set up their machines. This shop prefers women above the age of ~~thirty.~~ 30.

Women make all the parts for the automatic belting machines ~~which~~ that are assembled in shop 1007.

~~Shop~~ 1003L - Parts Manufacture. ~~Lathes~~ ~~Why M before L? & same title~~

Women operate both bench and engine lathes in this shop. They are able to set up their machines for most operations. Their work is closely supervised by a shop instructor and help is available on all work ~~which~~ that may be beyond their skills.

Shop 1004 - Landing-Gear Overhaul.

This shop disassembles, overhauls, and repairs landing gear and miscellaneous equipment such as starter cranks, bomb-door levers, carburetors, air scoops, gear boxes, brake cylinders, hydraulic cylinders, etc.

Women are started on simpler operations and progress until they can complete the repair and assembly of many pieces of equipment. Women are on day shift only in this shop.

Is this "mach." (abbr)?

One woman who has been in this shop for ~~quite~~ a long time is able to disassemble, repair, change parts, test all parts, mock pistons and reassemble and check all the brakes for every type of aircraft.

EE could not say

It takes approximately ~~six~~ 6 months' experience before women can completely overhaul hydraulic brake cylinders. Checking alignments and servicing bearing takes a very short time. Women do not work on the assembly of heavy wheels or inflation of tires, etc.

Shop 1005 - Screw Machines.

Women make bolts, nuts, screws, bushings, oxygen and hydraulic fittings. They operate single-spindle drills, slotting machines, turret lathes, small milling machines, threading machines, and tapping machines. Supervisors estimate ~~three~~ 3 months' experience necessary to be good on drills, tapping, and slotting machines, and about ~~six~~ 6 months' for operation of turret lathes.

Turret lathes operated by women are mainly 1 in., 1½ in., and 2 in., but occasionally ~~they do~~ women operate a 5-in. machine.

Shop 1007 - Assembly Bench.

In this shop are assembled parts made and repaired by the machine division. Women assemble bomb sights, tools, jigs, fixtures, gear boxes and sub-assemblies of aircraft parts, and assemble and operate the ammunition-belting machines ~~which~~ that are made right in the division.

Shop 1008 - Grinding and Drilling.

Women are doing some very technical and interesting work in this shop. One woman runs a centerless grinder. She grinds bolts, rods, bushings (outside diameter). She can set up the machine for most operations and as most of the work is of a custom nature, this represents more skill than would be necessary for straight production. She has been running this machine about ~~six~~ 6 months. Women are also operating surface grinders ~~which~~ that are considerably easier to set up. Their supervisor estimates that a very few days' training is sufficient for these machines. However, the training time necessary to operate an internal grinding machine is longer, usually a few weeks. Cylindrical grinders are also operated by women.

Women are operating many drills. They are able to set up and do most simple operations from blueprints. They are provided with jigs for more complicated parts.

One woman who has been making springs for about ~~four~~ 4 months is considered quite exceptional by her supervisor. She has made as many as 200 springs of .0024 wire, by hand, in one hour. She also coils wire with a mandrel and electric drill, and shapes ends of springs with a Prest-O-Lite torch. She is also able to make complicated springs ~~for~~ from blueprints.

Turn-over.

Since the work in a machine division is of a highly technical nature, requiring a considerable training period during which production is low, extreme care should be exercised in selecting women for placement in this division.

One-fifth of the women who terminated from this division during the control months of September and October~~,~~ left because of inadequate child-care arrangements. All were on the night shift. The hiring board should set the most rigid standards of what constitutes adequate child-care arrangements for women sent to this division. And until such facilities are available on a ~~twenty-four~~ 24- hour~~s~~ basis, women with children should not be hired for night-shift work. Individual arrangements should not be considered adequate, as they are very insecure.

Only ~~three~~ 3 women of the entire ~~thirty-two~~ 32 who terminated had an employment span of ~~six months or longer.~~ as much as 6 months. Thirteen were employed only ~~three~~ 3 months or less. This again indicates the imperative necessity of demanding the highest qualifications in physical standards and aptitudes, and exclusion of women with any observable factor ~~which~~ that might conceivably affect the duration of their employment. Four women who were discharged because of unadaptability should never have been placed in this division.

Individual case analyses of ill-health terminations~~,~~ point~~s~~ definitely to a need for a more thorough medical examination of legs and feet. Since most of the work of this division is done standing at machines, varicose veins, history of foot trouble or back injury, should be disqualifying.

Women of excitable or nervous temperaments should be excluded from the machine division as they are too prone to injure themselves or others and are unable to maintain a fair standard of production.

(see below the only change)

RADAR AND RADAR DIVISION

¶ The Shifts in

Shop 1116 (Radio) are

run in

7 a.m. to 3:30 p.m. and
3:30 p.m. to 12 p.m.; those in

Shop 1117 (Installation of Radio and Radar) are

7:30 a.m. to 4 p.m. and
4:15 p.m. to 1 a.m.

Woman's Occupations: Shop 1116 - Radio. ← W's occ + Shop

~~Shop 1116 - Radio~~ ¶ Most of the women in this division are in the radio shop. Before women come into this shop they are taught to make cables, antennae, and simple installations of radio equipment ~~while~~ in the Vestibule School. This work they continue when they first come into the shop. They make switch and control boxes and tuning units. They disassemble, rewire, reassemble, and test switch boxes. This is cold testing with a meter.

Women continue in special training classes at their own option. These in-service training classes are of two-hours duration and are held twice a week. Half the time is paid for by the Station and half is at the woman's ~~own~~ expense. At the present time in the radio shop ~~there~~ are ~~five~~ 5 women enrolled. They receive installation training, and on completion of the training are able to install both radio and radar equipment on planes. They are then transferred to shop 1117.

Women overhaul receivers and transmitters. After they are tested they are checked by a man inspector. They make cables and install plugs, solder connections, and test the entire cable. They learn to read ~~O~~hmeters and Megger machines (which are voltage breakdown testers.) They take apart, rebuild, service, and test microphones. They also test both transmitting and receiving tubes. The testing machines for tubes are quite complicated, ~~though~~ the machine for testing transmitter tubes ~~is~~ being the more difficult of the two.

The male shop planner has a woman assistant who very capably carried

on his work while he was on vacation. There are also three women on "lining up" and "trouble shooting", which is highly technical work requiring a thorough knowledge of radio theory.

Shop 1117 - Installation in planes.

After women have completed their in-service training in installation, they are able to install radio and radar equipment in planes. There are no~~t~~ women in the actual radar shop. At one time there was a thoroughly trained woman technician in the radar shop, but she left because of personal reasons and since that time there has been no woman sufficiently trained to go into this shop.

Women are in the status of co-workers with men on installation work. The complicated wiring runs from one cockpit to another, or from one part of the plane to another, and a woman must be able to carry out her part of the work accurately and efficiently. This work involves much climbing in and out of the plane~~s~~ and sometimes sitting for a long ~~period of~~ time in cramped quarters. However, women like this work. It is considered quite an honor to get these positions and it ~~takes~~ must be preceded by long intensive training in the radio shop.

The ~~It~~ is not easy work. There is quite a degree of nervous tension connected with it. ~~this installation work.~~ The ~~This~~ equipment is vital to the successful operation of the plane, the women are alone and on their own to do their work accurately. There is physical effort involved in climbing in and out of cramped quarters and lifting equipment up into the planes.

Turn-over -

Four valuable women, excellent workers on installations on planes, left in the control months of September and October. One joined the WAC, one left because her husband was transferred, and one very brilliant girl returned to school. Only one was a bona fide case of ill health and she was 54 years old. This is strenuous work and she had been employed by the division for 17 months.

There should be platforms provided for women to use in stepping up onto the wings of planes. There are excellent ladders and platforms for high work, but very few short portable steps are available for climbing onto wings, which is the most frequently physical effort involved. Women carry radio and radar equipment and have to make this ~~big~~ long stretching step up onto the wing. If they are tall, they are able to grasp a hand-hold on the side of the fuselage; if not, they must push themselves up somehow with this valuable and delicate equipment. Getting down, they must jump, which is a definite jar. Portable steps of adequate height should be provided all over the Station wherever women are working in or on planes.

In the radio shop every facility is provided to make the work convenient, comfortable, and practica~~lly~~ble for women. The supervisor of this shop feels that women are definitely adept and satisfactory in the work of his shop and takes an actual pride in their ability. Only one woman was discharged from this shop, and she was lasy and of unpleasant personality rather than unadaptable from a work standpoint. The ~~balance of~~ other terminations were for reasons of transportation, child care, and illness in family, all definitely not chargeable to the shop.

PLANNING DIVISION

footnote

~~The~~ Vestibule Shop ~~#~~310, which is used for training new mechanic learners, is ~~really~~ under the Planning Division, ~~but~~ it is ~~has been~~ dealt with in detail ~~separately~~ on ~~under~~ pages 129 to 133. ~~another chapter. (See p. 129.)~~

The Planning Division plans and schedules work for the entire Assembly and Repair Department. This includes planning and estimating personnel and engineering work and procurement and dispersal of all materials. Male planners and estimators break down the jobs and women assistants issue the job orders. These women are on the CAF payroll.

In the procurement and dispersal of materials, a large number of women are employed in what may be termed semi-clerical positions. In ~~the~~ lost-parts tracing (Shop 332), 4 ~~four~~ women are on the Group II ~~I~~ payroll and 8 ~~eight~~ are CAF appointments. This shop allocated a girl whose sole responsibility it is to trace lost, mislaid, or missing parts and material, to each Assembly and Repair Division. The materials section (Shop 333) has 3 ~~three~~ Group II women and 8 ~~eight~~ CAF. Parts procurement (Shop 334) has 3 ~~three~~ Group II and 12 CAF.

Storekeepers, who are placed in all divisions, are Group IVb employees, with the exception of 7 ~~seven~~ in the modification-of-parts storeroom. The Planning Division is responsible for staffing all toolrooms and storerooms in the Assembly and Repair Department. Women are taught toolroom work and storekeeping right on the job.

~~Turn-over~~

[illegible] 134

Of the 13 ~~thirteen~~ women who terminated out of the Planning Division - aside from the Vestibule Shop - during September and October, ~~there were~~ only 2 were ~~two~~ Group II workers. The others ~~but these~~ were 9 storekeepers and 2 ~~two~~ messengers on the CAF IVb payroll. (See storekeepers and messengers report.)

Analysis of termination data on storekeepers indicates definitely that these terminations were primarily caused by low wages in locations where other women are more highly paid. This same situation has arisen in other activities of a similar nature and is not peculiar to North Island ~~alone~~.

Where a CAF works in an office where all women are on comparable pay schedules, this situation does not become acute. But when women on a CAF rating are placed in close juxtaposition with women on the higher Group II payroll, they very promptly become dissatisfied with their jobs.

Every division realizes that a storekeepers efficiency has a definite bearing on the expedition of the work of the division. Tools and materials must be dispersed promptly and accurately. In many ways a storekeeper's job is difficult and technical.

This high turn-over could be reduced by putting storekeepers on an equal wage basis with Group II jobs demanding comparable skill and ability. The nature of the job probably prohibits a journeyman's rate, but it should be possible to justify a helper maximum ceiling on this work. Since many storekeepers do minor repairs on tools and electric cords etc., this Group II classification would not be a misassignment.

There seems to be ~~quite~~ a high incidence of colds among storekeepers, indicating the necessity of providing heated rest rooms in each building where women can go to get warm during their rest periods.

Planning Division l/m at l c center

Vestibule Shop 310

All workers coming to Assembly and Repair as mechanic learner~~-minimums~~ must go through a ~~two~~ 2 to ~~six~~ 6 weeks' training course ~~at~~ in the Vestibule Shop. One of the main purposes of this is to condition ~~new~~ inexperienced workers for shop work and determine if ~~the person has~~ they have mechanical aptitude before ~~being placed on a~~ placing them in jobs requiring considerable training time. It is also possible in this shop to shift ~~the~~ women around on different types of work until they are placed where they seem ~~most~~ best suited. These shifts can be made without the formal transfer procedure.

Trainees in the shop work on actual production parts out so ~~they~~ have a feeling of ~~actual~~ being on production rather than ~~one of being~~ in a school. Work is done on ~~actual~~ damaged wings, fuselages, hydraulic units, instruments, ~~etc.~~ and so forth. In addition to the shop instrustion there is a certain amount of class-room work in connection with all the courses.

The vestibule shop operates only on day shift. It is on a regular 8-hour day, 48-hour week.

There have been as many as 180 in the school at one time, but the classes are overcrowded with ~~this~~ that number; 120 is about the average enrollment. The ~~actual~~ enrollment at the end of September and October 1943 is shown ~~below~~ here:

	Male	Female	Total
September 30, 1943	32	101	133 ✓
October 31, 1943	27	77	104 ✓

A typical distribution of enrollment by course ~~is shown below:~~ follows:

Final assembly	5
Overhaul control	15
Radio	10
Engines	12
Metalsmiths	20
Electrical	10
Fuselage	15
Wings	15
Hydraulics, Instruments, Ordnance	15
Machine (1 or 2 weeks)	4
	121

The trainees are assigned to one of ~~the~~ These ~~ten~~ 10 types of training ~~shown above~~. At ~~the~~ present ~~time~~ as many as possible are to be placed in radio and metalsmith because of shortages of workers in the radio ~~division~~ and metal divisions. Each week ~~two~~ 2 women are to be added to the instrument-training section until there are ~~ten~~ 10 enrolled.

Each division of A+R has a quota as to the number of workers it can have, and this serves as a control on the number of enlisted men employed. There is now to be a ratio of one enlisted person to one civilian. The quotas for the shops vary with the work load and anticipated expansion. The vestibule shop now has a quota of 30 new mechanic learners a week.

The ~~length~~ duration of training is generally a minimum of ~~four~~ 4 weeks, but it depends primarily on the individual. All training is more or less on an individual basis. There are not more than ~~ten~~ 10 or ~~fifteen~~ 15 trainees under each instructor. Those assigned to machine-shop training stay in the Vestibule Shop only one or two weeks, and are then sent to the Ford Building in Balboa Park for instruction in actual machine operating. At the Vestibule Shop they are merely taught the use of hand tools, given safety instruction, and so forth.

It has been found that a woman is better than a man in training women in mechanical skills. A woman uses terminology that another woman is ~~more apt~~ likely to understand, has more patience with the awkwardness of some women in handling tools, and understands the things that are the most difficult for a woman to comprehend. There are ~~six~~ 6 women acting as assistants to the regular male instructors in the electrical, radio, metal, wings, and hydraulics classes. These women have themselves just completed the training course. They have been told that they are qualified for assignment to shop work in a division, but the vestibule shop would like to retain them as assistants to the instructors. They are upgraded in the same fashion as if in a division. The ~~six~~ 6 now employed are rated either as helper maximums or intermediate mechanic learners.

The male instructors in the Vestibule Shop are from the divisions for which they are giving training, and they keep in close touch with the workers they have trained and sent out to the shops. They are familiar with all types of work performed in their shop and they make recommendations as to the specific work that a trainee should be placed on at the completion of training in the Vestibule Shop. After referral to a shop, training continues right on the job under the jurisdiction of the supervisor of training in the division. The training in the vestibule shop is merely the first step in the sequence of training outlined for the shop or division.

When a woman is referred to a shop she is given a 6- ~~six~~cent raise if her progress has been satisfactory.

ct + lc INDOCTRINATION LECTURE 10 A ~~Sometime~~ within her ~~the~~ first two weeks in the vestibule shop, every woman is given an indoctrination lecture of one-half hour to one hour; 15 to 20 trainees are given this lecture at one time. The ~~This~~ lecture is given by the supervisor of the school and covers the following points:

~~NA11/(70-29-GHS-mw)~~ stet

Naval Air Station
Assembly & Repair Department

INDOCTRINATION OF MECHANIC LEARNER (1/2 - 1 hr.) stet

A - Assembly & Repair Department
  1. Commanding Officer
  2. Division (11 divisions)
  3. Purpose (function of A & R Dept.)

B - Leave
  1. Sick leave
  2. Annual leave

C - Security
  1. Badges
  2. Tools (All tools provided)
    (a) Inspection every 2 months

D - Safety
  1. General rules
  2. Hair nets
  3. Shoes
  4. Clothes (No loose clothes)
  5. Reporting in case of injury

E - Pay
  1. 40- ~~Forty~~ hour for retirement ?
  2. Income tax
  3. Tardiness

F - Shop Conduct
    1. Interest
    2. Do not sit on benches
    3. Do as instructed
    4. Do not interfere with other employees

G - Importance of Work
    1. Part of war zone

H - Movies

In November 1943 the training supervisors from the various divisions started conducting indoctrination lectures for those in training for their division. They explain the work in the various shops of the division, grading and rating of workers in each shop, hours and shift, chain of command in civilian and military personnel, etc. This lecture takes from ~~fifteen~~ 15 minutes to 1½ hours, depending upon the response of the group.

Turnover.

Turn-over would naturally be higher in the Vestibule Shop than any other shop in Assembly and Repair. The turn-over rate for Group II and III women was 19.3 per~~cent as~~ 100 employees as compared with ~~a turn-over rate of~~ 10.4 per 100 ~~percent for~~ such women in the Assembly and Repair Department as a whole ~~among Group 2 and 3 women~~. One of the purposes of the Vestibule Shop is to cull out the women who will not prove successful in factory work, or who have no mechanical aptitude for more advanced training in the shops.

Of the 36 women who terminated during September and October, 14 were employed under 15 days, 16 others ~~were~~ employed ~~one~~ 1 month, 5 were employed 2 months, and ~~one~~ 1 was employed ~~four~~ 4 months. The ~~one~~ woman employed ~~four~~ 4 months was one of ~~the women~~ three acting as assistant to an instructor.

Five of the 36 left because of dissatisfaction with wages, which was a higher proportion than in any other division. ~~There were~~ two others ~~who~~ left for a better job where they could make more money. 12 of the 36 terminated were discharged, 8 of ~~the 12 were~~ them discharged for unauthorized leave or failure to return to the Station. It was later discovered that 3 of these discharged really left because they were dissatisfied with their wages. The fourth in the group of

12 discharged was not feeling well and had no interest in her work, and finally just failed to report back to the Station.

Three of the 36 left for personal illness, ~~al~~though none of them had been employed more than a month, which indicates the need for more thorough pre-employment physical examinations. Two of the three had doctor's certificates indicating that they should no longer continue work at the Station.

Two resigned because they felt they were not suited to mechanical work. Another resigned by request because of inability to get along with other women in the shop. A second woman also resigned by request because her personal record was unsatisfactory in that she would not follow instructions and rules and had a bad attitude in general.

Most of the turn-over in this division is more or less inevitable and little can be done to stop it. However, some of it could be cut down by a more careful screening prior to employment, and a more thorough explanation of the nature of the work. Further, ~~Also~~ the wage rates in terms of actual earnings after all payroll deductions have been made should be explained thoroughly, because not many may take the trouble to interpret an hourly rate in terms of actual weekly earnings, this should do much to cut down the turn-over due to dissatisfaction with wages. Four women left to join their military husbands. It would seem advisable not to place wives of servicemen in training as mechanic learners when it is known that the duration of their employment is likely ~~apt~~ to be short. These women could be placed on less skilled jobs requiring only short training ~~times~~.

STOREKEEPERS AND MESSENGERS

~~(Assembly and Repair Department)~~

Messengers in the A & R Department are charged to the ~~4B~~ IV-b payrolls of the divisions to which they are assigned. They deliver papers and small parts and run errands. If the errand is close to the division office they walk; if not, they operate three-wheeled scooters with side cars. Twelve messengers terminated during the control months of September and October: ~~Five~~ 5 of these went back to school, the other ~~seven~~ 7 left for reasons of child care, personal affairs, returning home, illness in family, etc. Only ~~four~~ 4 were 18 years old or younger.

see 127

There were ~~eleven~~ 11 terminations among storekeepers in the A & R Department, ~~Nine~~ 9 of ~~these were~~ them charged to the Planning Division (See Planning Division report, page 127), and ~~Twenty-seven~~ 27 storekeepers terminated from the Supply Department, making a total of 38 storekeepers for the Station as a whole.

Messengers and storekeepers, on the lower CAF pay scale, are in constant contact with women on the higher Group II payroll. This makes for definite and active dissatisfaction and terminations for less than valid reasons.

¶ It is ~~very~~ possible to justify putting storekeepers on the Group II payroll, but it would be difficult to justify so assigning messengers. The training time for messengers is short, and many are girls so young that they cannot be considered a stable force. Some supervisors report difficulty in keeping messengers busy and stopping them from talking to enlisted personnel. Other supervisors keep the girls busy in the office between runs, doing stapling, and the sorting of papers.

Since the period between increment raises for CAF employees is so long, it is little deterrent to tell a young girl that her conduct today may affect her chance of a raise a year or so from now. No ¶

no ¶ The inequalities of promotion policies between Group II and CAF payroll classifications has a definite bearing on the general dissatisfaction found among women in this semi-clerical group.

The Station is sponsoring a plan for reducing the time for automatic increment increases from ~~eighteen~~ 18 months to ~~six~~ 6 months. The general feeling at the Station is that it is the slowness of promotion rather than the low base pay ~~which~~ that makes women lose interest in their job/ and causes them to resign on the slighest pretext.

see 2

(b) SUPPLY DEPARTMENT

< Storekeepers, etc

(see

The Supply Department procures and stores materials and equipment for both the North Island Naval Air Station and the Air Center. Some 150,000 different items are stored in the 23 warehouses. Each item is marked for prompt identification and dispersal.

In Building 27 all spare parts for structural work are kept. These include such items as metal frames for landing gear, tires, parachutes, etc. Smaller parts are handled entirely by women. They check parts as received, and store them in the proper bins, racks, etc. They fill orders, placing the assembled material on dollies, which they wheel around.

In Building 351 spare parts for PBY's are kept. The huge wings are mounted in padded wing-dollies and women roll them around easily.

In Building 825 women wrap and pack cylinders. The preservative used is irritating to the skin, so an hourly bonus is given to those so employed. Many of the cylinders are large, weighing as much as 35 to 50 pounds.

(see

In Building 343 guns, gun mounts, bomb racks, etc. are stored. They are piled on platforms and handled by Clark Lift Tractors. It is sometimes necessary to make modifications in some of this material. The boxes are opened, the modifications made, and the material repacked for shipment.

In Building 270 women are sealing the pliofilm bags in which engines are packed before crating. All moisture must be removed and then the engines sealed in these moisture-proof bags. Engines are handled with chain hoists, and workers stand on platforms to do the sealing. This operation has been done for only a short time at the Station and women are an efficient part of the crew.

In Building 65 materials are packed for shipping. Women assist in the making of crates and boxes. They do not handle the woodworking machines but they do much of the packing. One woman has been running a caterpill~~o~~ar tractor and many kinds of lifting devices and has been promoted to ~~a~~ craneman. There see below

are ~~two~~ 2 rated women packers and ~~four~~ 4 journeymen woodworkers.

# # # # # # #

Women service supply equipment with gasoline. They work on all the shifts. Women ~~are~~ also sort metal scrap in the outdoor scrap yard.

Classified laborers in the storehouse do the janitor work in addition to the laboring jobs incident to the work. Storekeepers do no~~t do~~ ~~any~~ manual labor other than that involved in handling parts.

A manual has been prepared for storekeepers, outlining their functions and showing the correct use of all forms they will be using. Each new storekeeper attends school for two hours a day until she has covered the material in the manual.

Messengers.

~~Supply Department Messengers~~

see

Messengers in the Supply Department have their headquarters in the accounting office. The head messenger stays in the office, the others have regular~~i~~ly scheduled runs. These are changed each month. Messengers bring mail from the postoffice, sort and distribute it. Between runs they are kept busy in the office, sorting and stapling papers, etc. They are sent everywhere with papers for special and rush orders. They use side-car scooters on their runs.

Turn-over.

The Bureau of Yards and Docks of the Navy Department has specified that the temperature of storehouses must be between 45 and 55 degrees. If women are to work all day in this temperature, it is essential that they have adequate means of getting warm in an easily accessible room even ~~though~~ if they wear heavy clothing.

There should be a warm room in each building where women can sit or lie down during their rest periods, or where they can lie down in emergencies

for a longer period with the authorisation of their supervisors. This should materially reduce the high turn-over rate among women in the supply buildings, as ~~ten~~ 10 ✓ of the 67 ✓ women who terminated during the control period gave illness as their reason for leaving. But many of the storekeepers who terminated gave reasons of doubtful validity, indication that both wages and working conditions may have been underlying causes.

The conditions in building 27 are particularly poor, both from the viewpoint of facilities for getting warm and illumination. New shelving has interfered with the lighting. This condition should be remedied, as storekeeping involves much paper work in filling orders, checking invoices, and reading stock designations.

Physical effort varies with the material handled. Though women in the Supply Department are definitely not supposed to lift excessive weights, ~~but~~ only very sturdy women should be assigned to storeroom work. They should then be carefully placed where the work conforms to their physical ability.

Storekeepers, on the comparatively low CAF pay rate, work side by side with women on the higher Group II payroll. Dissatisfaction with pay underlies many of the terminations for which other reasons were given. More storekeepers terminated from the Station as a whole, than any other single group.

see changes ~~below~~ (only)

c + lc (c) PUBLIC WORKS DEPARTMENT

run in

The work is ~~Shift~~ 7:30 - 3:30;
~~Exception~~ Transportation shop,
6: a.m. to 2:30 p.m. and
9:a.m. to 6: p.m.

The Public Works Department is responsible for maintenance and upkeep of Station facilities and equipment. The following shops employ women:

Shop 71 - Transportation

Shop 72 - Laborers

Shop 74 - Electrical and Communications

Shop 77 - Plumbers and Sheetmetal

Shop 78 - Painters

Shop 79 - Joiners

(Women's Occupations. c + lc ~~SHOP SUMMARIES~~ ← see

Shop 71 - Transportation

This shop at one time had women in the garage on the wash and grease racks but they did not ~~didn't~~ prove satisfactory, and ~~so~~ there are none ~~now~~ so employed now. The largest group of women in the shop drive Diesel 42 passenger buses from the Station to Coronado and other points off the Station and buses within the Station confines. They are trained to wash and clean their own buses, service them with gas, oil, and water, and check the tires.

(see

They must have a driver's license for some State before they will be accepted for employment. They are then given the regular Station drivers' examination and are permitted to drive within the Station. (See Reference to this ~~exam.~~ in survey of transp. shop in ~~[illegible]~~ Plant Div., A, (R.) & page 114.) They are sent around with an experienced driver for a week, during which time they learn the locations on the Station. They drive buses, 1½-ton Stake trucks, and station wagons.

(see

Before they can drive the Diesel passenger buses they must pass the regular California State chauffeur's examination.

(see

Women are given their choice of the two day shifts available. They

do not drive constantly while on the bus assignments. They may make several runs in succession during the rush hours and then may be on the Station for several hours, during which time they clean up and service their buses.

The buses are new, have automatic shifts, and are physically easier to handle than most such equipment. The supervisor of this shop is well ~~pleased and~~ satisfied with his women drivers.

Shop 74 - Electric and Communications.

Women are doing some exceptionally ~~highly~~ skilled work in this shop. For example: They have assisted in the installation of a sub~~-~~station on the yard. They helped install the transformers, tested, filtered, and pumped the oil into them, and assisted in the highly technical work of putting in the nitrogen. They install bus bars; thread, cut, and install conduits; put up cable straps; run and splice cables.

After about ~~six~~ 6 months' experience and training, women are able to answer trouble calls anywhere on the Station. When an electrician and his woman helper are called out on a night trouble call, transportation to and from her home is provided for the woman. Generally, in most operations calling for a skilled person on "hot" work, women are assistants to men journeymen electricians. They are trained to know every operation he performs, so that they can have every tool and piece of equipment ready for him just as he needs it. They are trained not to speak to him while he is doing this dangerous work and not to hand him a tool or part ~~,~~ but to lay it where he can reach it ~~,~~ without his having to ask for it. This means that they must know and understand thoroughly everything he is doing and the sequence of ~~each job~~ the operations and the tools he will need for each part of the job.

There are cable-splicers' carts ~~which~~ that contain all the tools and parts and equipment that cable splicers may need. At the change of each shift this cart is inspected thoroughly so that when a trouble call comes in, a mechanic and

his woman helper can take out any cart with assurance that it is completely equipped.

When an electrician is splicing underground cable, his woman helper heats the metal for him in a pot, lowers it to him, and lowers his tools. She also makes up and has ready lead sleeves which have been cut the right length, scraped on the ends and smoothed the correct distance. She must know every tool and every piece of equipment in the cart and must be able to carry on her work independently so that everything (tools and equipment and parts) ~~are~~ is ready when the electrician needs ~~them~~ it. Every woman helper is instructed by the safety engineer in artificial respiration, and frequent checks are made on her ability in such treatment.

The foundation of the exceptional work women are doing in this shop lies in the attitude of the foreman. He feels that anything men do, women should be allowed to do when they are capable, providing that it is not too heavy.

In the shop, women are making up and installing fixtures, repairing electric tools, overhauling electric motors, soldering, and other usual electrical shop operations.

Shop 78 - Painters.

Women in this shop putty, stain, shellac, and varnish furniture, office and desk equipment, etc. They do no spray painting, only brush work. They paint buildings, interior walls, and woodwork, put Kem-Tone on walls, glaze sash, cut glass, operate stenciling and Embossograph machines. Outside the shop they paint traffic marks on streets and sidewalks with a small hand spray gun and a street striping machine.

Shop 79 - Joiners.

Women assemble sash, screens, doors, and cabinets. They install cabinet fixtures and hardware. They nail, glue, sandpaper, run mortising machines, and assist men on saws and other wood-working equipment.

Salvage Yard.

Excess material from jobs, or material ~~which~~ that comes in before the job is ready for it, is kept in a storehouse and salvage yard. Women do regular warehouse work; check material, take inventories, fill material requests for plumbing, electric fixtures, hardware, etc. They are not permitted to do any lifting or high climbing.

Shop 72 - Laborers.

Gardeners. -

Women do light gardening work all over the Station. They clip hedges, plant, prune, and care for flower~~s~~ beds. They use light lawnmowers where the space is too small for power mowers. Only men operate the power mowers.

Janitresses and Matrons. -

Women from this shop do cleaning and janitor work in all buildings other than the A & R facilities. They also clean the officers' quarters. A list is posted in each such quarters of the duties women are expected to perform and only those duties may be asked of them. This shop supplies matrons for WAVEs' quarters and ~~if~~ women's rest rooms wherever necessary throughout the Station.

Shop 77-Plumbers and Sheetmetal.

Women are doing only the most limited work in this shop. They help to install sinks and galley equipment and other operations of a similar nature. They do some shearing of light metal and other simple sheetmetal operations and operate some very simple machines. When and if the work load warrants, women are able to do many more sheetmetal and plumbing operations than they are now performing in this shop.

Turn-over

Seven ~~out~~ of the 15 ~~fifteen~~ women who terminated during September and October worked only two months or less. None of these were in technical jobs and 4 ~~four~~ of them left to get married or to join their service~~men~~ husbands.

However, inadequacies of Station placement policy definitely are responsible for 2 ~~two~~ terminations. One woman worked only 2 ~~two~~ days, left, was rehired, worked 1 ~~one~~ more day, and left again because of a child-care problem; and the ~~an~~other left after one week's employment because she was physically unable to do the gardening and janitor work to which she was assigned.

Two women bus drivers, each of 10 ~~ten~~ months' employment, ~~each,~~ terminated during this period. Both were a distinct loss to the Station. One left because her civilian husband accepted a position in another locality. The other left because of a female condition which was aggravated by the vibrations of the bus, a ~~This~~ condition she had before ~~previous to the time~~ she started driving. Since the buses are new and easy to drive, women do not drive for long periods at a time, and ~~since~~ other drivers of equal length of service are experiencing no bad physical reaction, this one case does not reflect adversly on any factor of the job itself.

The turn-over among women employed as janitresses and gardeners is high in most activities. The work is hard and not too pleasant. The exact nature of the work should be carefully explained to each applicant, as it is better, for the Station financially and productively, not to place a woman on a job of which she has a false impression and on which she is sure to be dissatisfied. Only husky, strong women should be assigned to these jobs and even then only after they express a willingness to do all the jobs involved in the assignment.

End of text?

TURNOVER IN WAR INDUSTRIES

November 13, 1951

Methods used to reduce turnover - Women's Bureau plant interviews during World War II

North American Aircraft - Kansas, 2/44 (return visit)

Exit interviews when first tried were not conducted until worker had turned in tools and ready to leave. Now, it is conducted as soon as the foreman knows the employee intends to quit. The employee is sent to the Personnel interviewer where an effort is made to remedy the dissatisfaction. Since the new method has been used, 35% of terminations have been salvaged to 5% by the old method.

Fairchild Aircraft - North Carolina, 7/43

Reduced turnover by rather comprehensive induction and also exit interviews. Turnover in March '43 was 7%; in July '43 dropped to 4.5%.

Bell Aircraft - Georgia, 11/43

The new W.M.C. stabilization plan that requires an interval of 60 days before a worker without a release may be rehired has helped decrease turnover. Exit interviews are also conducted by the counselors, the worker who is leaving for a grievance has several steps in a management-labor committee to which he may appeal.

Consolidated - California, 10/43

The foreman first tries to keep the worker and if he is unsuccessful then the interviewer tries at the time of termination. This method is compulsory before the worker gets a release. About 16 to 18% are salvaged although employee is not considered salvaged till he has been back working for 2 weeks.

Ryan - California, 9/43

Company plans to have one man in charge of exit interviews. At present, the women terminating are referred to the woman's counselor first and sometimes to employment manager who try to induce the worker to stay - not a regular procedure.

National Munitions - North Carolina, 7/43

Exit interviews are conducted and attempts made to arrange and plan with worker to stay - may offer a transfer, short leave of absence or something to satisfy the worker.

U. S. Rubber - North Carolina, 8/43

Exit interviews helped some but not much.

Iowa Ordnance - Iowa, 3/44

Exit interviews conducted - no report on success or failure.

Lone Star Ordnance - Texas

Exit interview has high salvage.

Elwood Ordnance - Illinois, 1/45

Exit interviews set up by 2 women. They try to find reason for termination and have full power to do what they think is best for all concerned. They arrange transfers or settle problems troubling the worker. The interview definitely cuts down rate of turnover.

North American Aircraft - Kansas, 12/43

Exit interviews are conducted by male and female interviewers or counselor. They try to remove the cause of dissatisfaction before it results in a termination. Officials believe the exit interview is helpful in determining the causes of dissatisfaction. Many workers are salvaged by this method.

Emerson - Missouri, 7/43

Exit interviews by counselors or interviewers sees all workers leaving after they receive notice and tries to plan some way to satisfy worker. It is not always successful.

York Safe - Pennsylvania

No report on the success of exit interviews, but the reduction in men's hours helped to reduce turnover. Also good courses, teaching supervision how to handle employees and proper upgrading helped.

White Rogers Electric - Missouri, 11/43

Exit interviews conducted by Personnel Director - many workers never give notice just don't come back. The interview is valuable because it points out weak spots in supervision and company policy.

Aircraft Accessories - Missouri, 10/43

Exit interviews, improvement in personnel practices through services of personnel counselor and wage increase all helped to reduce turnover.

Collins Radio - Iowa, 11/43

Exit interviews by Secretary of company not very helpful for salvage. Many leave without notice.

Muter Co. - Illinois, 9/44

Wage increases and exit interview conducted by the Personnel Manager has saved quite a number. They give transfers and try to smooth over differences and misunderstandings.

Dunlop - New York, 9/43

Exit interviews are conducted and are not very successful.

Spicer Manufacturing - Pennsylvania, 12/43

Exit interview with Personnel Director or the assistant, the women's counselor has sometimes helped in understanding the cause for grievance and tries to make corrections.

McClelland Field - California

All employees must clear through exit interviews, but the worker is interviewed too late for salvage. Through these interviews 23 women from 126 and 18 men from 134 terminations were salvaged in one month.

Oklahoma City Air Depot - Oklahoma, 12/43

Exit interviews have saved many workers, but the counselor's influence is greater if he can get the worker while the trouble is brewing instead of after the worker has made up his mind to quit.

Assoc. Ship - Washington, 7/43

Exit interviews conducted by one man interviewer on each shift and each terminating worker is interviewed. They try to find the causes of the termination.

Lake City Ordnance - Missouri, 9/43

Exit interview is conducted and has salvaged a great many workers. It has also helped to determine reasons for terminations.

American Manufacturing - Texas, 3/44

Exit interviews do not save many who are ready to leave.

Textile Workers Assoc. - Missouri

Exit interviews are important for uncovering bad personnel practices by supervisors and poor company policies. For salvaging it has not been very successful.

Bechtel McCone - Alabama, 11/43

Exit interviews are given by employment relations department and about 60% terminations are salvaged. No report as to process of exit interviews. Women's counselors also interview women who are dissatisfied.

Textile Machine Workers - Pennsylvania, 12/43

Rigid entrance and exit interviews are conducted by Personnel director.

Angelica Jacket - Missouri, 8/43

Exit interview conducted by Personnel Manager have helped about 50%. The 30 day waiting period before rehiring has also helped.

Williamson-Dickie - Texas, 3/44

A full-time home recruiter who checks on worker leaving or on those who have left and this has worked in some cases.

Commonwealth Aircraft - Missouri, 9/43

Exit interviews are given to determine cause of termination and make adjustments if possible.

Wilson Packing Company - Iowa, 12/43

Regulation requiring statement of availability is a great help in retaining workers. Good personnel policies and working conditions also help. Exit interviews by Personnel Manager and personnel interviewer salvage many workers.

Quaker Oat Company - Iowa, 11/43

Exit interview by Personnel Director salvages some and locates cause of dissatisfaction.

Long Bell Lumber Company - Washington, 7/44

Worker must talk to foreman and clear through personnel office. All are interviewed by employment staff or director. Every effort at salvage is made.

References

Supplementary material on turnover
    North American Aviation Inc.
        Industrial Relations Department
            November 1943 - Part III page 35

Augusta Clawson report on Shipyards, page 6 - filed
    in shipyard supplementary material

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References

Supplementary Material on Turnover
No. American Aviation Inc. -
Industrial Relations Dept.
Nov. 1943. Part III pg. 35

Augusta Clawson report on Shipyards pg 6. - filed in
shipyard supplementary material

Prepared for Miss Doris M. Thompson, N.I.C.B., Div. of Personnel Administration, N.Y.

ABSENTEEISM AMONG WOMEN WORKERS

The most recent study on absenteeism made by the Department of Labor is ILLNESS ABSENTEEISM IN MANUFACTURING PLANTS, 1947 published in the September 1948 issue of the Monthly Labor Review. The sample included a sufficient range of manufacturing industries to be reasonably representative of manufacturing generally. The absence rates of 3.4 for all workers, 4.8 for women and 3.4 for men is indicative of the incidence of absenteeism during normal or peace times. The basic findings of the study follow the usual trend of all absenteeism studies - women are absent more frequently than men, their total time lost is greater, illness is the predominate reason for absences for both men and women and the incidence of illness among women as compared with men is greater. During peace or wartime, this is the absenteeism story, differing only in the degree in which the variables occur in the two periods.

The report shows that the average number of absences per worker during the year was 3.4, the average days lost per worker was 9.6 a year. Women's records both in frequency of absences and time lost were substantially higher than men's. Men averaged 3.4 absences during the year, women 4.8; men lost on the average 9 days, women 12.7 days.

On the basis of this study, it was estimated that during the year the average man was "out" on about two occasions (1.8) because of illness (non-industrial) and took time off for personal reasons at least once (1.5) while illness kept the average woman home three times during the year and her personal affairs required about two periods (1.8) of absences. In regard to the number of days lost, men on the average lost about 6 days (5.6) because of illness and 3 days (2.7) for attending to personal affairs while the corresponding figures for the average working woman was about 9 days (8.7) for illness and 4 days (3.7) for personal affairs.

The Bureau of Manpower Utilization in 1943 during World War II stated that "in peacetime absenteeism may go as high as nine percent in certain industries but the average is about five or six percent. In time of war the average is higher and at present it is approaching eight percent for all industries and is higher still in some war industries. The practical view is that any absentee situation which goes above five percent has moved into the red."

The findings of Women's Bureau studies made during World War II followed the same general pattern. In most plants, the absenteeism rates for the individual plants were at least double the rates shown in the 1947 B.L.S. study and women's absenteeism rates were in general from 50-100 percent higher than the 1947 peace-time rates. In the large majority of the plants, women's absenteeism rates were at least 50 percent higher than men. According to a war-time survey by the Division of Women in Industry and Minimum Wage of the New York State Department of Labor, absenteeism varied from 3.1 to 9.3 percent, and averaged 7.1 percent in May in a cross-section of fifteen war plants of all sizes. The absentee rate for women workers was consistently higher than for men and the rates for older and married women were higher than for single women and those under twenty-one.

The reason for the excess sick-absenteeism among industrial women as compared with men is not entirely clear. Undoubtedly, the fact that the majority of working women are married or have been married and are carrying on two jobs at once, their work in industry plus their home duties and responsibilities which demand not only physical exertion but also worry and interference with proper rest, is among the major contributing causes. The Women's Bureau studies made during World War II showed "family duties" ranked second (illness first) in reasons for women's absences. Also, Dr. Baetjer in her book WOMEN IN INDUSTRY published by the W. B. Saunders Company, 1946 in which she analyzes many of the factors contributing to women's absenteeism based on scientific facts and not opinions shows that the rate among married women is greater than among single workers. Dr. Baetjer also states that excess sick-absenteeism among women "would not seem to be due to a difference in sex susceptibility to disease since the mortality rate for males exceeds that for females at all ages" and sick-absenteeism is "not limited to those diseases which are associated with the sex functions of women but occurs for diseases common to both sexes."

THE MEASUREMENT OF SICKNESS AMONG INDUSTRIAL WORKERS by William M. Gafafer of the National Institute of Health published in the Medical Clinics of North America in the July 1942 issue and a report - ILLNESS IN INDUSTRY - published by the National Safety Council, Inc., Health Practices Pamphlet No. 19 both show that absences due to dysmenorrhea are less than 10 percent of all absences due to illness. If this ratio is related to all causes of absences, dysmenorrhea is a minor reason.

Dr. Baetjer's conclusions on other factors affecting industrial women's absences -

> "Women are ill more frequently and lose more time from work because of sickness than men but their absences are shorter. Studies made in general population and in the Women's Army Corps entirely supported the findings from industry in regard to the greater incidence of illness among women as compared with men.
>
> "The chief causes of sick-absenteeism were respiratory diseases, which accounted for about 50 percent of both the number of cases and the annual number of days lost, and digestive diseases, which were responsible for almost 20 percent of the cases. The female rate exceeded the male rate for the three broad groups, respiratory, digestive and non-respiratory--nondigestive causes of illness, indicating that the excess illness was due to diseases common to both men and women. Both acute and chronic diseases were more prevalent in women. The female rate exceeded the male rate for illnesses of all durations from 1 day to 1 year.

"The frequency of short-term illnesses, causing one to three days' lost time, appeared to decrease with age, although the average number of days per illness increased. Since these two factors counter-balance each other, the annual number of days lost did not show any marked trend with age, except in the older age groups. This may be partly due to the fact that those women who are frequently ill are apt to stop working at younger ages, thus leaving a selected middle-age group. More serious illness causing longer absences appeared to increase slightly with age. The employment of middle-aged women, therefore, lowers the frequency and does not appreciably increase the annual lost time due to sickness. The relation of age to sickness, however, varies with the type of sickness considered. The rate of sick-absenteeism among women exceeded the male rate at all ages from fifteen to sixty-four years.

"The frequency of absences due to sickness was less in women who had been employed longer, probably reflecting a selective process as well as age distribution.

"Married women appeared to have somewhat higher sickness rates than single women. This may be due to the fact that married employees usually have more household duties than single women, which places an extra strain on them and leads to greater fatigue. The excess sickness was not due primarily to diseases of the genital organs.

"There are not sufficient data available to draw any conclusions in regard to the effect of the type of occupation on sick-absenteeism among women. Manual workers appeared to have somewhat higher rates than office workers, but this may be due to other factors rather than the work.

"Sick-absenteeism appeared to be affected by the sick benefit policy of the company. When payment was made during short-term illness, the frequency of both short and long-term absences appeared to increase. In policies with an 8-day waiting period, high benefit payments combined with payments retroactive to the first week were found to increase absenteeism allegedly due to sickness.

"The very limited information which is available on the relation of weekly hours of work to sick-absenteeism indicated that increasing the hours of work increased the lost time allegedly due to sickness, but much more information is needed on this subject before any conclusion can be stated. Most authorities recommend a maximum of 48 hours.

> "Absenteeism due to sickness varies with the month of the year, being, in general, greater in the winter due to the excess of respiratory diseases at this season. The data indicated a slight rise in the late summer due to digestive and nervous diseases. Sick-absenteeism causing 8 or more days of disability showed in one study a marked daily distribution. A large number of such absences began and ended on Monday, reflecting the custom of waiting until the beginning of the week to return to work and the end of the week to stop work.
>
> "Sickness causing 8 or more days of absence has shown a definite trend over the past two decades. The frequency increased during the twenties to a peak in 1927-29, fell to a low level in 1933, increased gradually to 1940, and then rose sharply during the war.
>
> "The excess frequency rate in sick-absenteeism among women as compared to men's may be due merely to the fact that women take their minor illnesses more seriously than men. This is supported by the fact that the average duration of sick-absences is shorter for women than men. Many persons believe that the excess sick-absenteeism among industrial women is due to the fact that they frequently attempt to do two jobs at once, their work in industry plus their duties at home. Part of the excess absenteeism among women may be due to a less serious attitude toward their work, so that they take time off for minor ailments or report unjustified absences as due to sickness more frequently than men. There is some evidence that women may have a higher incidence of nervous and mental diseases than men, but how far a lack of emotional adjustment is responsible for the excess illness is not known. Some people have attributed the excess sick-absenteeism to poorer nutritional habits on the part of women, but there is little factual evidence to support this assumption at present."

During the present defense period, from comments of employers to Women's Bureau field representatives and information from other sources, it seems that absenteeism is not yet a problem. However, it is important that provision be made for adequate community facilities so that when the retooling of the plants is completed and the influx of women workers into the plants takes place, many of the conditions contributing to women's excessive absenteeism during World War II can be avoided.

Prepared by: Women's Bureau
Research Division
Statistical Branch
(U. S. Department of Labor)

October 13, 1951

U. S. Department of Labor
WOMEN'S BUREAU
Washington

September 11, 1951

Extracts from Federal Reports during World War II

OWI Release - August 9, 1943

Surveys in many cities show that inadequate home or public care for children has kept down the rate of employment of women, and that personal worries due to disruptions in normal living have a corollary in decreased production.

Although inadequate child care facilities have loomed as a chief obstacle to the employment of women in sufficient numbers, perhaps more has been done on the community level to counteract this problem than has been accomplished in meeting women workers' other needs.

In Gary, Indiana, a recent survey disclosed that 900 children of war working mothers were receiving "poor" care, many others had only "fair" supervision.

WPB Report (based on reports from 247 plants) - June 1943

The most important causes of absenteeism are the following, and in this order:

1. Illness accounts for more than half the absences in most shops.
2. Accidents run illnesses a close second.
3. Inadequate housing, directly or indirectly, is an important cause.
4. Poor transportation.
5. Lack of child-care centers in many cities multiplies the absences of working mothers.
6. Morale questions are important and are discussed later in this article.
7. Personal reasons of the avoidable kind account for fewer absences than any other cause.

Report on Absenteeism of Women prepared by the Research Division UAW-CIO for WPB (based on reports from 5 plants) - July 1943

Among the reasons for absence of women, 77% was attributed to illness. The second reason given was lack of child care facilities particularly when the children were sick. This was the main reason for 15% of the absences.

Recommendations to reduce women's absence
- Help in caring for children
- Better shopping hours
- Better transportation
- Shorter working hours
- Better planning of production

U. S. Department of Labor
WOMEN'S BUREAU
Washington

September 11, 1951

Excerpts from Women's Bureau studies made during World War II

San Diego, California - November 1943

Child Care Survey: A child care survey in San Diego City and County was made by the Joint Defense Council Subcommittee on Child Care. The survey was completed in April 1943.

The survey revealed that 22-25% of all working women have children under sixteen years of age. There are 50,000 to 53,000 working women in San Diego which would mean that 11,000 to 13,000 would have children under sixteen. Questionnaires of 5557 women were tabulated and this group had 9371 children, which would mean that there would be close to 19,000 or 20,000 children of mothers working in San Diego.

4708, or 87% of the mothers are satisfied with present child care arrangements for their children, with only 13% indicating dissatisfaction with present arrangements. However, 3658 children, or 41% of the children, were cared for by a neighbor or friend (unlicensed boarding homes), left alone, or supervised by older children.

From Women's Bureau studies in San Diego areas - November 1943

Turnover reports from various aircraft plants showed many women were leaving because of child care problems.

The paramount need throughout seems to be a necessity for more child care facilities and a counselling service available to all working mothers desiring advice as to proper placement and care of children, working hours, family problems, and any other service which they might need.

Reports from individual plants

A large aircraft plant in San Diego - 1943
"Management believed much of absenteeism among women could be attributed to child care, shopping difficulties, etc.

Case 2 - a large aircraft plant in San Diego - 1943
"Among the women the chief causes of turnover as reported were: Illness of self and family, to be with spouse, child care, leaving city, and discharges due to irregular attendance" (based on company study).

9/11/51

Comments from management of individual plants as to effect of inadequate child care on turnover and absenteeism - World War II

Large aircraft plant in Kansas employing 11,000 persons of whom 2,700 are women - 2/43

40 percent of non-military terminations are women. Few men or women leaving because of better jobs. Principal reasons are family ones - lack of housing and child care.

A large aircraft plant in Kansas employing 26,195 persons of whom 10,792 are women - 2/43

Women leaving because of lack of child care.

A large aircraft plant in Tulsa employing 14,500 persons of whom 6,000 are women - 3/43

Women leaving because of inability to get care for children. A tragic accident involving three children of working mothers in Tulsa, Okla. has awakened interest recently in the child care program. Three children and their grandmother, who cared for them while the two mothers (sisters) were at work, burned to death. Both mothers worked at this plant. Fifteen mothers with children terminated during the week of the accident, and others have followed.

A large airplane plant in Buffalo - in one week 73 women left because of lack of child care.

A small arms ammunition plant in Illinois employing 11,500 persons of whom 4,500 are women - 12/42

Female workers are leaving because of lack of child care.

Large shipbuilding corp. in Alabama employing 27,000 persons of whom 1,200 are women - 2/43

Turnover said to be averaging about 12 percent per day. No separate figures on women. Industrial relations director believed women with young children generally have bad absentee records.

A large shipyard in Seattle, Washington - "Lack of child care facilities was one of the reasons women leave given by exit interviewer"

Radio and Radar Shop, Washington, D. C. employing 382 persons of whom 210 are women - 5/43

Turnover among women high. This is due to the fact that women can't get anyone to care for the children. Some have arrangements for husbands to be with children then their hours change and woman has to quit.

An Air Depot in Okla. City - 39 separations to care for children, 9% of the 400 women.

U. S. Department of Labor
WOMEN'S BUREAU
Washington

Grace - Keep this with
the Turn-Over material
Very Valuable
F

Turnover - Women Employees in War Industry Plants

In the Women's Bureau surveys of the War Industry plants during the first six months of 1943, turnover rates and reasons for separations by sex were secured, where obtainable. However in few of the plants surveyed were complete data available. Some plants reported only the major reasons for women's separations, no report on the number of separations for these reasons. Compilations of this material with extracts from individual firm schedules are attached.

1. Percent Distribution of Separations by Reason and Sex in Selected War Industry Plants.
2. Major Reasons for Women's Separation from Selected War Industry Plants.
3. Extracts from Women's Bureau schedules of individual War Industry Plants.

U. S. Department of Labor
WOMEN'S BUREAU
Washington

Major Reasons for Women's Separation from Selected War Industry Plants

Forty-two war industry plants located in 17 states and employing approximately 70,000 women, reported the major reasons for women's separations as follows:-

Reason	Number of Plants 1/
Total plants reporting	42
Marital, home and allied causes	40
Care of children	20
Family reasons	10
To be married	2
To visit or join husband	23
Pregnancy	2
Wages and working conditions	9
Working conditions	7
Low wage rate	2
Voluntary changes	7
Another job	2
Left area	2
Quit, no reason	2
Wives earnings not necessary	1
Miscellaneous	8
Health	5
Accident	1
Personal reasons	2
Discharged for absences	2

Note that these are the number of plants, not the number of women who quit for these reasons

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1/ Details do not add to totals as plants report on more than one reason.

WOMEN'S BUREAU
U. S. Department of Labor
Washington, D. C.

8/14/43

Table 1. - Percent Distribution of Separations by Reason and Sex in Selected War Industry Plants - Turnover

Reason For Separation	Aircraft assembly			Ammunition		Aircraft assembly		Ammunition	
				Artillery	Small arms			Artillery	Small arms
	Plant No.1	Plant No.2	Plant No.3	Plant No.4	Plant No.5	Plant No.1	Plant No.2	Plant No.4	Plant No.5
			Women				Men		
Number of employees	13,703	6,575	5,221	1,415	14,721	17,267	9,355	2,231	16,870
Turnover Rate, May, 1943	12.2	6.0	4.6	5.9	1/ 7.4	4.2	4.5	3.5	8.2
Reason									
Total Separations	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0
Military	1.2	1.1	3.1	1.2	3.1	49.5	29.7	11.4	28.8
Company Discharges		12.5	1.5	13.1			13.6	25.8	1.7
Discharged (Reason NR)			.5	9.5			5.1	24.4	1.7
Absence 2/		11.4	1.0	3.6			7.6	1.4	
Not suited to work		1.1					.9		
Marital, home, and allied causes	33.9	27.2	74.5	8.4	29.7	4.9	1.6		10.2
Care of children and home	9.2		19.0	3.6		4.8	1.6		10.2
Family reasons	15.2	13.6	29.9		18.8	.1			
To be married	5.1	4.5	7.9	4.5	3.1				
Pregnancy	1.6	3.4	9.9		7.8				
To visit or join husband	2.8	5.7	16.8						
Wages and Working Conditions	21.4	2.3	8.9	11.9	14.1	21.9	13.8	21.8	15.3
Dissatisfied									
No advancement	.5					2.5			
Shift	2.3	1.1	8.9	3.6	7.8	1.6	2.6		
Supervisor	1.2					1.9		5.1	
Wages	1.4					9.8	2.6	6.4	
Work	16.0	1.2		8.3	4.7	6.1	2.6	10.3	
No report					1.6		6.0		15.3
Volitional Changes	13.8	3.4		29.7	31.2	7.9	10.8	26.9	22.1
Another job	.8			9.5		1.9	9.2	11.5	8.5
Back to farm					3.1		.8		11.9
Moved	13.0			20.2	28.1	6.0	.8	15.4	1.7
Miscellaneous									
Ill health 3/	14.8	40.9	12.0	13.1	14.1	5.2	16.1	9.0	16.9
Accident or injury	.4					.1	.9		5.1
Transportation	3.9	1.1			1.6	1.8			
Housing inadequate	.8					.7	.9		
Failed to report absence after 3 days' leave				22.6				5.2	
Personal (No other report)	7.4	9.1			6.3	5.4	10.1		
Other reasons	2.5	2.3				2.6	2.5		

1/ As of March 1943.

2/ Failed to report absence, habitual, or irregular attendance.

3/ Often "illness" is given as a reason to avoid disclosing real reason.

U. S. Department of Labor
WOMEN'S BUREAU
Washington

TURN-OVER

Extracts from Women's Bureau schedules of war industry plants, the question of turn-over being only one of many topics covered by Women's Bureau agents in plants visited during first 6 months of 1943.

Company Product	State	No. of women employed	Remarks
Tanning (leather for Army and civilian shoes)	Wis.	310	Turnover in this plant has been high for women because conditions were bad. Girls complained that the only place to eat was in dressing rooms where it was too crowded and that there were not enough lockers, toilets or dressing rooms. Dressing rooms also too crowded for changing clothing. No figures available.
Scientific instruments	Md.	37	Women have been working here one year only. Company says that turn-over goes by spells, when one person gets dissatisfied, it gets the whole gang dissatisfied. Agent tried to find out cause of dissatisfaction but couldn't. One of the partners says that little things pile up if employee stays too long. Company tries to see those who are leaving in order to iron out the differences, etc.
Aircraft parts - propellers	Md.	408	Claims to have no figures on this. The workers are all interviewed when leaving.
Signal lights	Md.	26	"Practically none" all take an interest and seem to like their jobs, all feel that they ar a part of the company, all express ideas on ho work might be done better, etc.
Electric devices - Radio and Radar equipment	D. C.	210	Company keeps no real record of this but roughly it is 23 percent. This figure is based on S. S. records made up each 3 months. Some women have arrangements for husbands to be with children, then their hours change and woman ha to quit. They have not found nursery schools convenient.
Manufacture every part of torpedo except explosive	Va.	1,550	This is not too much of a problem. The actual percentage would be hard to say. However, it is small. The actual number of people who go off the pay roll each week is between 10-15. Considering the number of people here, that

Company Product	State	No. of women employed	Remarks
(continued)			number is very small. The personnel consultant, sees everyone that is leaving and tries to arrange so that the worker can stay on, sometimes by a transfer, sometimes by urging, sometimes a suggestion that worker take a short leave of absence and return if possible - all this helps to cut down turn-over.
Fuzes and pyrotechnics	D. C.	412	An accident has a reflection on turn-over in proportion to the number who see it. Type of worker (has always been something of a floater and still is) affects turn-over. Yard is very strict and dismisses if person is too lax, or sometimes the worker leaves after a reprimand.
Aircraft parts	Ind.	632	No figures; but very low, used to be almost none. Many leave because training school pays less than other plant schools.
Electric motor controls	Wis.	3,418	No problem before. Reduced now by refusal of U. S. E. S. to place if quit work here.
Shell loading	Kans.	1,469	Company feels that turn-over would be lower if they worked overtime so employees could have O. T. pay but government orders have not been great enough to necessitate O. T. Since operations began 86 % of women's reasons for separation were voluntary; 6 % were company lay-offs; and 8 % were for unsatisfactory work.
Aircraft assembly	Wash.	13,703	It is thought that an induction program would decrease turn-over since 40 percent of the women who left did so within first month of employment - due largely, it is believed, to lack of adjustment to the job.
Aircraft assembly	Kans.	10,792	Separations for health, June 12 - 18th

	Male	Female
Under 30 years	10	19
41 to 45 years	4	7
46 to 50 years	1	1
Total	15	27

Left to join husbands ----- 114) No date
Left because of lack of) given
child care ----------- 73)
Health (month of June) ---- 194

Company Product	State	No. of women employed	Remarks
Aircraft engine parts	Ill.	1,059	It was stated that women cling to their jobs and could not be torn away, so little turn-over.
Quartermaster Depot	Ga.	708	New training system seems to be cutting down turn-over of women, since they start on job "knowing what it's all about and aren't confused."
Ammunition parts	Kans.	649	Lower now than last summer and fall. Rate for last 6 months in 1942 - Women 69.1 percent Men - 30.9 percent. High turn-over due largely to lower wage rate than in aircraft plants. Company officials say they cannot compete with their wages.
Small arms ammunition	Mo.	14,721	Weekly rate averages about 1.5 percent - no segregation by sex for total plant. Personnel director expects rate to rise with the employment of older persons, mothers with family responsibilities, etc. Turn-over record week ending: (May 10th - 1.5 percent (" 3rd - 1.3 percent About 50% female(April 29 - 1.2 percent (" 19- 1.5 percent (" 12 - 1.4 percent (" 5 - 1.6 percent Personnel Director stated that 15 to 20 percent terminate because of rotation of shifts.
Final assembly bombers	Tex.	3,945	Company interpretation of the very moderate turn-over rate: "For many of the workers it's their first salaried job and they don't live a very long way from home."
Quartermaster Depot	Tex.	570	The "quits" since May 1, 1942 have been less than 1/2 of 1 percent said Personnel Director. The low rate was believed due to using women and older men from the beginning, minimizing replacement.
Scientific instruments	Colo.	53	Turn-over limited largely to employees who are "job shoppers" come for a few days to a couple weeks.

Company Product	State	No. of women employed	Remarks
Aircraft engine parts	Colo.	144	Reported as practically negligible as rate above prevailing local scales and do not hire wives of soldiers who are temporary residents.
Repair and maintenance	Colo.	146	High due to instructions at beginning to build to 600 - then instructed to cut.
Transportation	Colo.	661	Thinks that one of the reasons for high turn-over among women is that the foreman discouraged them and they quit for this reason. No figures.
Shipbuilding	Oregon	540	Turn-over of women in offices is higher than among those in the yard.
Shipbuilding	Ind.	1,200	Turn-over has been high largely due to bad weather and job shopping. Has dropped some during last month but still over 15 percent a month. Have had at least 10 or 15 women in last month who left because of being unable to make arrangements for children.
Shipbuilding	Va.	4,277	The following was given by Personnel Dir. He says he's never given a thought to a difference in turn-over between men and women but his opinion would be that there is less with women than men due to the following reasons: 1. For the most part women are residents of the area, whereas men come from widely scattered places and so leave to return home. 2. He believes that women are less restless than men. 3. While women are going into the branches of the armed services, there are many more men than women leaving for this cause. The yard has an exit interviewer who tries to see everyone before they quit, but some quit with no notice. The interviewer goes into the problem and tries in every way to adjust it. Through transfer to more suitable work, or change of shift or anything that can be done. Following is given by the training officer: He said the turn-over with both males and females "is staggering."

Company Product	State	No. of women employed	Remarks
(continued)			With women the cause is that the "greater majority have never worked" and now the "novelty has worn off and they are quitting." "Children from high school (who might do housework) want a wage commensurate with what is being paid to sales people" on part time for they can all get jobs at this.
Shipbuilding	Ala.	1,047	Women probably have less turn-over than men "not so many opportunities for jobs."
Shipbuilding	Md.	239	Quite a few women terminated while in training as burners "couldn't stand the fumes and the monotony." - "Relief Man," who handles compensation cases says that "welders work more steadily while in training than any other time." Then they "have a steady flow of work" only "work about 3/4 of their time after going on the job." This statement is not to knock welders, but merely the nature of the job. Company has a turn-over control department who sees all who are leaving and try to solve their problems, offer transfers, etc. However, company has some come in and work and leave and never even return to collect their pay. Again company feels that while turn-over must be dealt with seriously that it is inevitable with the tremendous expansion and the present conditions surrounding.
Shipbuilding	Calif.	7,821	A system of exit interviewing has been inaugurated in which all Yard workers must be interviewed before they receive their final release from the Yard. When exit interviewing was first started it was not compulsory and twenty to twenty-two percent of the workers were salvaged. Now that an interview is compulsory the percentage salvaged naturally runs lower, averaging around twelve and thirteen percent, because everyone must report instead of just those who volunteer to come with the idea that maybe some adjustment can be made. Two men are doing the exit interviewing of both men and women. They are supposed to take sufficient time to determine the real

Company Product	State	No. of women employed	Remarks
(continued)			reason for the person's quitting, irrespective of what the person may have written down as the reason for leaving. However, when there are many people in the reception room who have been waiting for hours it is difficult not to hurry the interviews. The personnel assistants in the shops do as much salvaging as possible, so that only the more determined "quitters" reach the exit interviewers. By the time the worker reaches this interviewer he is less apt to give the real reason for leaving because he is afraid of discharge with prejudice and is apt to have worked up an emotional reason for leaving. Because of this it is believed difficult for anyone attached to the Yard to get the true reasons for many people leaving. The shop coordinators believe that child care problems are among the major reasons for many of the women having to quit their jobs. Some of the women were reported as apparently not realizing until after they start work what a task it is to act in the dual capacity of holding down a full-time job and carrying household responsibilities. Two men conduct exit interviews for women as well as men and it is believed that at times there might be factors contributing to a woman's quitting which she would not feel free to discuss with a man. This might be one of the reasons for more specific information not being gleaned as to reasons for the women leaving.
Shipbuilding	Ga.	1,044	Think less for women than for men because men can get job anywhere and women cannot. "Cannot get rid of them" when speaking of women.

WOMEN'S BUREAU
U.S. Department of Labor
Washington, D. C.

Turn-over

WOMEN'S BUREAU
U.S. Department of Labor
Washington, D. C.

Table 1. - Percent Distribution of Separations by Reason and Sex in Selected War Industry Plants

Reason for separation	Aircraft assembly			Ammunition		Aircraft assembly		Ammunition	
				Artillery	Small arms			Artillery	Small arms
	Plant No. 1	Plant No. 2	Plant No. 3	Plant No. 4	Plant No. 5	Plant No. 1	Plant No. 2	Plant No. 4	Plant No. 5
				Women				Men	
Number of employees	13,703	6,575	5,221	1,445	14,721	17,267	9,355	2,231	16,870
Turn-over rate, May 1943	12.2	6.0	4.6	5.9	7.4 1/	4.2	4.5	3.5	8.2
Reason									
Total separations	100.0	10000	100.0	100.0	100.0	100.0	100.0	100.0	100.0
Military	1.2	1.1	3.1	1.2	3.1	49.5	29.7	11.4	28.8
Company discharges		12.5	1.5	13.1			13.6	25.8	1.7
Discharged (Reason NR)			.5	9.5			5.1	24.4	1.7
Absence 2/		11.4	1.0	3.6			7.6	1.4	
Not suited to work		1.1					.9		
Marital, home, and allied causes	33.9	27.2	74.5	8.4	29.7	4.9	1.6		10.2
Care of children and home	9.2		10.0	3.6					
Family reasons	15.2	13.6	29.9		18.8	4.8	1.6		10.2
To be married	5.1	4.5	7.9	4.8	3.1	.1			
Pregnancy	1.6	3.4	9.9		7.8				
To visit or join husband	2.8	5.7	16.8						
Wages and working conditions									
Dissatisfied	21.4	2.3	8.9	11.9	14.1	21.9	13.8	21.8	15.3
No advancement	.5					2.5			
Shift	2.3	1.1	8.9	3.6	7.8	1.6	2.6		
Supervisor	1.2					1.9		5.1	
Wages	1.4					9.8	2.6	6.4	
Work	16.0	1.2		8.3	4.7	6.1	2.6	10.3	
No report					1.6		6.0		15.3
Volitional changes	13.8	3.4		29.7	31.2	7.9	10.8	26.9	22.1
Another job	.8			9.5		1.9	9.2	11.5	8.5
Back to farm					3.1		.8		11.9
Moved	13.0			20.2	28.1	6.0	.8	15.4	1.7
Miscellaneous - Ill health 3/	14.8	40.9	12.0	13.1	14.1	5.2	16.1	9.0	
Accident or injury	.4					.1	.9		
Transportation	3.9	1.1			1.6	1.8			
Housing inadequate	.8					.7	.9		
Failed to report absence after 3 days' leave				22.6				5.2	
Personal (no other report)	7.4	9.1			6.3	5.4	10.1		
Other reasons	2.5	2.3				2.6	2.5		

1/ As of March 1943.

2/ Failed to report absence, habitual, or irregular attendance.

3/ Often "illness" is given as a reason to avoid disclosing real reason.

Manning

U. S. Department of Labor
WOMEN'S BUREAU
Washington

Labor Turnover Among Female Employees in Airplane Plants by Specified Months in 1943

BLS

Plant and Location	Turnover Rate - July	August	Sept.	Oct.	Nov.	Dec.
Airframes - U. S. Total	8.2	8.5				
Aeronca - Middletown	1.5	6.7				
Beech - Wichita	8.9	5.1				
Bell - Buffalo	5.2	7.9				
Bell - Marietta	7.9	4.6				
Bellanca - New Castle	5.4	9.3				
Boeing - Renton	9.4	14.0				
Boeing - Seattle	15.2	15.2				
Boeing - Wichita (Plant #1)	5.8	8.4				
Boeing - Wichita (Plant #2)	5.7	6.5				
Brewster Facility	5.1	5.1				
- Johnsville	6.4	5.5				
- Long Island City	3.6	4.8				
Budd - Philadelphia 1/	7.0	8.0				
Cessna - Wichita	4.6	5.5				
Chance-Vought - Stratford	6.2	9.0				
Columbia - Valley Stream	5.5	5.6				
Consolidated-Vultee - Allentown	8.4	7.1				
Consolidated-Vultee - Downey	10.9	9.8				
Consolidated-Vultee - Fort Worth	9.5	9.7				
Consolidated-Vultee - Nashville	5.9	5.1				
Consolidated-Vultee - New Orleans	10.4	10.1				
Consolidated-Vultee - San Diego	11.4	10.2				
Consolidated-Vultee - Wayne	12.0	13.8				
Curtiss - Buffalo	4.9	6.6				
Curtiss - Columbus	5.0	7.9				
Curtiss - Louisville	23.6	7.9				
Curtiss - St. Louis	9.5	12.4				
Douglas - Chicago	5.3	9.7				
Douglas - El Segundo	12.1	10.6				
Douglas - Long Beach	8.7	8.0				
Douglas - Oklahoma City	6.9	8.8				
Douglas - Santa Monica	8.9	8.5				
Douglas - Tulsa	5.6	5.1				
Eastern Linden Facility	No report					
- Bloomfield	No report					
- Linden	No report					
Eastern Trenton Facility	No report					
- Baltimore	No report					
- Bloomfield	No report					
- North Tarrytown	No report					
- Trenton	No report					

Plant and Location	Turnover Rate -					
	July	August	Sept.	Oct.	Nov.	Dec.
Fairchild - Burlington	6.9	8.6				
Fairchild - Hagerstown	2.5	2.5				
Fisher - Cleveland	No report					
Fleetwings - Bristol	7.3	8.8				
Ford - Willow Run	9.7	11.3				
Globe - Fort Worth	5.0	3.8				
Goodyear - Akron	7.2	8.0				
Grumman - Bethpage	3.4	3.2				
Higgins - New Orleans	13.8	8.0				
Howard - Chicago	20.4	10.2				
Lockheed - Burbank	8.8	8.5				
Martin - Baltimore	7.0	6.8				
Martin - Omaha	3.4	5.1				
McDonnell - Memphis	6.8	7.7				
Naval Aircraft - Philadelphia	No report					
North American - Dallas (Plant A)	4.8	4.4				
North American - Dallas (Plant B)	5.5	5.3				
North American - Inglewood	10.8	10.0				
North American - Kansas City	9.4	8.9				
Northrop - Hawthorne	7.0	6.3				
Piper - Lock Haven	4.5	10.7				
Republic - Evansville	17.1	17.0				
Republic - Farmingdale	5.2	4.8				
Ryan - San Diego	11.5	9.6				
St. Louis Aircraft - St. Louis	16.7	15.8				
Sikorsky - Stratford	4.7	5.7				
Taylorcraft - Alliance	11.1	10.8				
Timm (Saticoy Plant) - Van Nuys	19.8	18.8				
Vega - Burbank	9.1	9.0				
Waco - Troy	16.5	17.4				

1/ Covers entire plant - aircraft production approximately 55 percent of total.

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SECRET

LABOR TURNOVER — April and May, 1943

Plant and Location	Total number of Females	Total Separations			
		May		April	
		Male	Female	Male	Female
Boeing - Renton	1928	4.3	9.8	5.1	8.6
- Seattle	12762	4.2	12.2	4.8	12.0
Consolidated-Vultee - Downey	2484	7.7	9.5	8.0	10.4
- San Diego	18246	NR	-	5.7	9.7
Douglas - El Segundo	8980	7.2	9.5	6.7	8.5
- Long Beach	20226	4.5	7.4	5.0	7.0
- Santa Monica	19287	4.7	7.4	4.4	7.3
Lockheed - Burbank	17312	4.2	8.3	4.4	7.1
North American - Inglewood	8740	6.3	10.2	7.6	9.6
Northrop - Hawthorne	2596	4.5	7.2	5.1	11.1
Ryan - San Diego	1148	5.3	10.3	6.2	10.4
Vega - Burbank	17082	5.9	8.1	5.1	8.6

LABOR TURNOVER -- April and May, 1943

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- Long Beach	20226	4.5	7.4	5.0	7.0
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Vega - Burbank	17082	5.9	8.1	5.1	8.6

7-2055

Hepp keep for future analysis

Manpower Utilization Survey 1943

TURNOVER

Work Sheet to be Used by Manpower Utilization Consultants in Making an Analysis of Turnover

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To Compute Rate of Turnover:

Rate equals numbers of separations within a plant or a department divided by the average working force within the plant or department.

The average work force for the period is determined by adding the number of employees at the beginning of the period to the number of employees at the conclusion of the period and dividing by 2.

Percentage Rate of Turnover	Women	Men	Total
All employees - all shifts			
Production employees - all shifts			
First shift			
Second shift			
Third shift			
Percentages by Department			
Where possible turnover percentages should be broken down by department. List below the department of the company and show the turnover percentages for men, women, and total.			
1.			
2.			
3.			
etc.			
Percentages by Occupation			
Turnover percentages should be isolated by occupations, at least for sampling and to the extent of showing a comparison between the extremes.			
Three highest occupations:			
1.			
2.			
3.			

Percentage by Occupation (continued)	Women	Men	Total
Three lowest occupations:			
1.			
2.			
3.			
Causes of Turnover as Determined by Quit Interviews			
~~Total (percentage)~~	100.0	100.0	100.0
In-plant problems			
Wages			
Not suited to work			
Supervision		Vac	
Shift			
Working conditions			
No advancement			
Injuries			
Others			
Community problems			
Transportation			
Housing difficulties			
Dislike climate			
Dislike locality			
others			
Personal Problems			
Illness (self)			
Illness in family			
Marriage			
Domestic			
Family moving			
Seeking work nearer home			
Returning home			
Visiting husband in service			
Needed at home			
Returning to school			
Others			
To take other employment			

1

Causes of Terminations	Ramsey Access. Mo. 7/43			Lake City Ord. Mo 9/43			Miami Copper Ariz. 7/45			Lockwood Hosiery NC 8/43			Weyerhaeuser Lumber - Wash 9/44			Pacific Coast Aircraft 8 Companies - 11/43		
	Total	Men	Women	Total	Men	Women	Total	Men	Women	Total	Men	Women	Total	Men	Women	Total	Men	Women
Total	27			656			81			Nr			9			16548	6861	9687
In plant problems																		
Wages																371	263	108
Not suited to the work							1									1274	662	612
Supervision							1									91	61	30
Shift · Ins.	4												1			385	149	236
Working conditions																		
No advancement							1						-			842	384	458
Injuries													1			45	20	25
Other	9			18			3						1			2071	997	1074
Community problems																		
Transportation				27												550	223	327
Housing	2															151	99	52
Climate																		
Locality																40	26	14
Other																1	1	
Personal problems																		
Illness (self)				128			10			Nr			2			2360	847	1513
" (family)										Nr						856	277	579
Marriage																306	9	297
Domestic (child care)										Nr						683	12	671
Family moving	1						20						1					
Work near home																488	374	114
Returning home + farm				22												1609	583	1026
Join husband				48						Nr.						920	10	910
Needed at home							2											
School																393	249	144
Other				196 Real farm child care etc												1065	242	823
Another job							15			20			3			384	269	115
Military	5			101			28			28						1045	952	93
Other	6			103 Shifts Hous.												187	152	35
Pregnancy				13												431	-	431

Cause of Terminations in selected plants - for [illegible] or total

Causes of Terminations	North American Airc.- Kansas 11/43						Aircraft Woodworkers Kan. 7/43			Fairchild Airc., N.C. 9/43			Boeing Kans. 4/44			Martin - Md. 3/44			McDonnell Airc.-Mo 7/43			US Naval Air Repair [illegible]			[illegible] Okla City Air [illegible] Okla 11/43		
	Main plant			Modif. center																							
	Total	Men	Women	Total	Men	Women	Total	Men	Women	Total	Men	Women	Total	Men	Women	Total	Men	Women	Total	Men	Women	Total	Men	Women	Total	Men	Women
	1781	1008	773	172	145	27	12	5	7	28	18	10	433	52	381			236	15		1			414			419
In plant problems																											
Wages	25	21	4	3	3																			8			75
Not suited to the work	135	96	39	9	8	1												16						11			7
Supervision	18	13	5	4	4																			1			2
Shift (2 3rd)	53	33	20	6	6													2						4			5
Working conditions	13	8	5	8	6	2																					1
No advancement	6	5	1	1	1																			1			
Injuries																											
Others	243	136	107	35	35					11	8	3						32		9				60			1
Community problems																											
Transportation	32	20	12	2	2													2						5			6
Housing	9	8	1																					10			
Climate																											
Locality																											
Other																								1			
Personal problems																											
Illness (self)	302	159	143	24	23	1				3	1	2	246	52	194			40						57			93
" (family)	46	19	27	3	2	1												22						33			
Marriage	17		17	4		4												16						16			8
Domestic (child care)										2		2	73		73			12						35			39
Family moving	233	104	129	18	7	11												23		5				11			118
Wage earner home (former job)	10	10		6	6																						
Returning home (or farm)	57	55	2	6	6		3	3		4	4							5						23			
Join husband							7		7	2		2	114		114			15						53			
Needed at home	197		197	6	1	5				1		1						4						6			
School	23	14	9	1		1												10						35			13
Other	19	15	4																					13			
Another job	86	74	12	9	9		1	1										3						8			
Military	121	112	9	11	10	1	1	1		3	3							3						5			
Other	136	106	30	16	16					2	2																41
Pregnacy																		31		1	1			18			10

1

Employment, terminations and turnover rates for selected industries by sex - June 1943.

Industry	7-1-43 Total			Men - Compiled			Women		
	Emp't.	Term.	Rate	Empt.	Term.	Rate	Empt.	Term.	Rate
Total	8,751381	571,134	6.5	6,882,475	427,979	6.2	1,858,906	143,155	7.7
Aircraft (airframes)	932,427	56,878	6.1	631,637	35,221	5.6	300,790	21,657	7.2
" engines + parts	595,742	29,787	5.0	457,783	20,544	4.5	137,959	9,243	6.7
" parts, n.e.c.	391,354	27,003	6.9	285,427	18,423	6.5	105,927	8,580	8.1
" props. + parts	50,796	4,572	5.7	38,856	3,760	9.7	11,940	812	6.8
Ammunition etc. small arms	521,402	46,926	9.0	355,092	29,962	9.4	166,310	16,964	10.2
Comm. equip. + related prod.	321,179	21,519	6.7	149,565	8,648	5.8	171,614	12,871	7.5
Elec. equip. - ind. use	332,314	17,280	5.2	216,732	9,305	4.3	115,582	7,975	6.9
Engines + turbines	141,664	7,367	5.2	114,923	5,923	5.2	26,741	1,444	5.4
Explosives	99,290	6,355	6.4	81,069	5,189	6.4	18,221	1,166	6.4
Fireworks + pyrotechnics	5,006	375	7.5	2,273	175	7.7	2,733	200	7.3
Guns, howitzers, mortars + related equip.	260,947	12,525	4.8	213,556	9,918	4.6	47,391	2607	5.5
Iron + steel foundry products	177,457	14,551	8.2	162,239	13,227	8.2	15,218	1324	8.7
Alum. + magn. prod. (roll + draw)	93,721	6,841	7.3	76,782	5,791	7.5	16,939	1050	6.2
Blast furn., steel wks. + rolling mill	523,533	24,083	4.6	495,668	22216	4.5	27,865	1867	6.7
Prim. smelting + refining (non-ferrous)	62,796	5,840	9.3	59,108	2668	4.5	3,688	3172	8.6
Roll, draw, + alloy non ferr. metal	75,599	3,175	4.2	60,961	2428	4.0	14,638	747	5.1
Sec. smelt. + refining non-ferrous metal + alloy	10,688	844	7.9	9,933	804	8.1	755	40	5.3
Tanks	147,460	10,322	7.0	132,759	9281	7.0	14,701	1041	6.9
Tin Cans + tinware	27,837	3,313	11.9	16,010	1669	10.4	11,827	1644	13.9
Machinery - Agric. + tractors	58,408	2,687	4.6	51,307	2,268	4.4	7,101	419	5.9
" - Genl. Ind.	410,790	25,469	6.2	328,187	18,448	5.6	82,603	7,021	8.5
- Metalworking	295,626	16,851	5.7	241,310	12,777	5.3	54,316	4074	7.5
Mining - anthracite	67,500	2,430	3.6	67,107	2430	3.6	393	-	0
" - bituminous	303,895	11,244	3.7	299,866	11,107	3.7	4,029	137	3.4
" - Copper ore	32,635	2,219	6.8	31,985	2184	6.8	650	35	5.4
" - iron ore	28,590	1001	3.5	28,095	992	3.5	495	9	1.8
" -									

Mining cont	Total			Men			Women		
	Empl	Term	Rate	Empl	Term	Rate	Empl	Term	Rate
" - Lead & Zinc ore	16,449	1168	7.1	16,198	1157	7.1	251	11	4.4
- Metal n.e.c.	4,932	740	15.0	4706	620	13.2	226	120	5.3
Ordnance & acc. n.e.c	43,732	2755	6.3	34853	1947	5.6	8,879	808	9.1
Petroleum refining	113,471	3518	3.1	101,745	2944	2.9	11,726	574	4.9
Plastic material	39,836	2032	5.1	30,260	1438	4.8	9,576	594	6.2
Railroad equip	40,855	2533	6.2	38,941	2386	6.1	1,914	147	7.7
Scientific instr.	253,623	13,696	5.4	146,235	6608	4.5	107,388	7088	6.6
Ship & boat build. & repair	1,699,738	149,577	8.8	1,551,218	136,062	8.8	148,520	13,515	9.1
Sight & fire control equip.	78,914	3,788	4.8	55,377	2,117	3.8	23,537	1671	7.1
Small arms	172,632	11,394	6.6	120,055	7188	6.0	52,577	4206	8.0
" " ammun.	251,633	14,863	5.9	138,726	7863	5.7	112,907	7000	6.2
Tires & innertubes	66,910	3,613	5.4	45,931	2291	5.0	20,979	1322	6.3

Turnover rates for selected industry groups for all employees and women for 1943, 1944 and 1945-

Selected industry groups	Turnover rates					
	1943		1944		1945	
	Total	Women	Total	Women	Total	Women
Aircraft	6.1	7.8	8.0	10.7	5.0	4.1
Airframes	6.4	8.0	9.0	10.7	4.8	6.4
Engines and engine parts	4.7	6.7	6.6	10.4	4.6	7.0
Propellers and propeller parts	7.2	7.9	7.0	8.3	4.7	6.2
Aircraft - n.e.c.	7.0	8.3	8.3	11.5	6.1	8.6
Ship and boat building and repairing	9.2	11.4	9.9	12.2	8.4	6.1
Ordnance and accessories	6.8	8.3	8.1	10.7	6.2	9.3
Guns, howitzers, mortars and related equipment	5.3	6.8	6.5	9.2	4.2	6.0
Ammunition (except for small arms)	7.1	8.5	9.5	11.7	7.2	8.0
Tanks	7.5	9.6	7.9	13.0	5.8	7.1
Sighting and fire control equipment	5.0	7.2	7.0	9.8	3.4	4.9
Small arms	6.5	8.5	6.2	9.1	5.3	6.7
Small arms ammunition	8.6	8.7	6.7	7.2	5.2	5.9
Ordnance and accessories, n.e.c	6.6	9.0	7.5	10.3	7.1	9.0

Source:

Summary of ES 270 reports for 1943, 1944 and 1945 by W.M.C - Reports and Analysis service

Separation rates in Aircraft - Summary (B.L.S.)

Turnover 1943 + 1944

(average for the yrs)

Plant + Location	Separation rates					
	1944 - 70 plants			1943 - 72 plants		
	Total	Men	Women	Total	Men	Women
Airframes, engines + propellers - Total	6.2	5.2	7.7	5.7	5.0	7.0
Range of individual plants - Total	2.3 - 9.9	2.0 - 8.4	2.7 - 15.6	1.5 - 10.5	1.1 - 11.6	.7 - 13.0
" " " - Airframes	41 plants 2.5 - 9.4	2.2 - 8.4	3.3 - 11.6	43 plants 3.1 - 10.5	3.1 - 11.6	2.9 - 11.7
" " " - Engines	19 plants 2.3 - 9.7	2.0 - 8.7	3.9 - 15.0	19 plants 1.5 - 8.8	1.1 - 6.8	2.3 - 10.9
" " " - Propellers	10 plants 2.3 - 9.9	2.0 - 8.4	2.1 - 15.6	10 plants 2.2 - 8.0	2.1 - 6.7	.7 - 13.0
Range of 50% middle cases	4.6 - 7.2	3.8 - 6.2	5.6 - 9.3	4.2 - 6.8	3.8 - 5.6	5.0 - 7.8
Individual plants						
Airframes - Total	6.5	5.6	8.0	6.1	5.4	7.3
Aeronca - Middletown omit	12.3	11.0	14.4	6.4	7.5	4.3
Beech - Wichita	5.4	4.4	7.0	4.3	3.8	5.7
Bell - Bflo.	5.1	4.4	6.0	6.9	6.2	7.6
" - Marietta	6.7	6.3	7.4	4.6	4.9	4.0
Bellanca - New Castle omit	11.0	11.4	10.4	8.2	8.7	7.6
Boeing - Renton	8.1	6.2	10.2	6.8	4.9	8.8
" - Seattle				7.6	4.5	4.1
(+2) - Wichita	5.6	5.0	6.3	5.0	4.5	5.7
Brewster - Johnsville	9.2	8.4	10.9	6.3	6.1	6.4
" - Long Island City	6.9	6.4	9.4	5.0	4.6	6.5
Budd - Phila. omit	10.3	9.0	13.6	6.2	5.7	7.4
Cessna - Wichita	9.4	8.4	11.6	5.2	5.0	5.4
Chance - Vought - Stratford	4.0	3.5	4.9	5.0	4.4	6.2
Columbia - Valley Stream	5.2	5.0	5.5	5.7	5.5	5.2
Consolidated - Vultee - Allentown	4.9	4.7	5.4	5.5	6.0	4.9
" - Downey	7.8	6.7	9.6	7.9	7.2	9.2
" - Ft. Worth	6.2	5.7	7.2	6.8	6.2	7.7
" - Nashville	7.4	6.4	9.1	5.2	5.1	5.2
" - New Orleans omit	14.1	13.2	15.3	9.2	10.7	9.5

		1944			1943		
		Total	Men	Women	Total	Men	Women
Consolidated-Vultee - San Diego		6.7	5.0	9.1	6.8	5.2	9.1
" - Wayne	omit	~~10.4~~	~~8.3~~	~~14.1~~	~~9.6~~	~~8.9~~	~~10.8~~
Curtiss-Wright - Bflo.		4.7	4.1	5.5	5.1	5.3	4.8
" - Columbus		5.6	5.7	5.6	5.9	6.1	5.6
" - Louisville		8.0	6.4	11.0	7.9	6.0	11.7
" - St. Louis		6.6	5.3	9.3	7.1	5.6	7.6
Douglas - Chgo.		5.4	4.6	6.9	5.2	4.9	5.7
" - El Segundo		8.5	6.8	11.3	8.1	5.6	9.1
" - Long Beach		7.0	5.7	8.2	6.3	5.0	7.3
" - Okla. City		7.0	5.7	8.3	5.0	4.0	6.0
" - Santa Monica		6.4	4.8	8.8	6.3	4.9	7.8
" - Tulsa		4.8	3.8	6.1	6.0	4.6	7.9
Fairchild - Burlington	omit	~~23.3~~	~~24.5~~	~~20.1~~	~~5.7~~	~~6.2~~	~~4.9~~
" - Hagerstown		4.1	3.5	5.3	4.1	4.5	3.1
Ford - Willow Grove		6.0	5.4	7.2	6.6	6.0	7.8
Globe - Ft. Worth	omit	~~15.3~~	~~15.0~~	~~16.2~~	~~11.3~~	~~12.4~~	~~8.7~~
Goodyear - Akron		5.6	4.6	6.9	6.0	5.9	6.0
Grumman - Bethpage		2.5	2.2	3.3	3.1	3.1	2.9
Higgins - New Orleans	omit	~~17.9~~	~~17.2~~	~~18.8~~	~~13.1~~	~~13.0~~	~~13.2~~
Howard - Chgo.	omit	~~43.1~~	~~38.7~~	~~53.0~~	~~13.0~~	~~17.3~~	~~14.5~~
Lockheed Facility		5.8	4.9	7.1			
" - (a) Burbank					6.9	6.0	8.0
" (b) "					5.9	4.9	7.6
Martin - Balt.		5.1	4.5	6.1	5.5	5.2	6.3
" - Omaha		4.4	3.5	5.8	4.2	4.2	4.0
McDonnell - Memphis	omit	~~19.3~~	~~19.2~~	~~19.6~~	~~5.9~~	~~10.1~~	~~6.7~~
No. Amer. (a + b) Dallas	omit	~~10.2~~	~~9.3~~	~~12.1~~			
" a - "					~~4.3~~	~~4.1~~	~~4.6~~
" B - "					~~6.2~~	~~6.3~~	~~6.0~~
" Inglewood		7.3	5.8	9.8	7.6	6.4	9.5
" Kansas City		7.2	6.6	8.4	6.9	6.5	7.3

	1944			1943		
	Total	men	women	Total	men	women
Northrup - Hawthorne	6.6	5.2	9.1	5.4	4.2	7.8
Piper - Lock Haven	7.9	6.6	10.8	6.3	6.6	8.3
Republic - Evansville	8.4	8.4	8.3	8.7	8.5	9.0
" - Farmingdale	4.5	3.8	6.3	3.7	3.4	4.3
Ryan - San Diego	8.9	7.7	10.3	7.9	6.5	10.2
Sikorsky - Stratford	4.0	3.6	4.9	5.6	5.3	6.7
Taylorcraft - Alliance	7.2	5.3	11.0	10.5	11.6	8.5
Engines - Total	5.0	4.1	3.4	4.0	3.6	5.0
Aircooled - Syracuse	8.5	8.3	9.2	5.6	5.3	6.5
Continental Aviation - Muskegon	6.2	5.6	7.5	6.9	6.8	7.3
" Motors - "	5.1	4.9	5.7	3.6	3.4	5.3
Ford - Dearborn	3.5	2.8	7.0	7.3	3.1	2.8
Jacobs (1) Pottstown	8.8	8.7	9.4	3.1	3.2	5.0
" (2) " omit	~~14.1~~	~~12.5~~	~~17.9~~	~~3.4~~	~~5.2~~	~~6.5~~
Lycoming - Williamsport	5.3	4.4	10.0	8.8	4.3	6.7
Nash - Kenosha	4.9	4.1	7.7	3.2	3.4	5.5
" - Milwaukee	2.5	2.2	5.9	3.7	1.1	4.0
Packard - Detroit	5.7	4.1	9.3	1.5	3.2	10.9
Pratt + Whitney - E. Hartford	3.8	3.1	5.2	8.4	3.5	5.5
" - E. Longmeadow	4.4	3.9	6.4	4.2	4.4	6.4
" - Southington	4.7	4.3	5.6	5.4	5.1	5.9
" - Willimantic	4.7	4.3	6.1	4.2	3.7	5.5
" - Kansas City	7.3	6.4	8.4	5.4	4.6	6.5
Ranger - Farmingdale	9.7	7.9	15.0	4.1	3.8	5.1
Studebaker - Chgo.	2.8	2.8	3.9	3.0	3.2	2.3
" Ft. Wayne	4.7	4.3	8.5	3.9	3.7	5.4
" So. Bend	2.3	2.0	4.7	2.7	2.7	2.6
Wright - Paterson	3.2	2.6	5.6	3.7	3.5	4.1

	1944			1943		
	Total	Men	Women	Total	Men	Women
Propellers - Total	6.1	6.8	6.6	4.6	4.5	5.1
Amer. Prop. - Toledo	9.9	8.4	15.6	8.0	6.7	13.0
Curtiss - Beaver	4.6	3.6	6.0	6.1	5.3	8.1
- Caldwell	2.9	2.5	4.2	3.6	3.5	3.7
- Clifton	2.3	2.0	3.5	2.2	2.1	2.6
- Indianapolis	5.1	4.4	6.3	4.3	3.9	5.2
Hamilton - E. Hartford	3.3	2.6	4.5	3.3	2.6	4.7
Hartzell - Piqua omit	~~10.0~~	~~9.5~~	~~14.3~~	~~15.2~~	~~4.4~~	~~19.2~~
Nash - Grand Rapids	2.8	2.9	2.1	3.5	3.6	.7
" - Lansing omit	~~13.4~~	~~12.8~~	~~17.2~~	~~9.3~~	~~9.3~~	~~8.8~~
Remington - Rand - Bridgeport omit	~~12.2~~	~~13.8~~	~~10.5~~	~~12.7~~	~~14.2~~	~~10.8~~
" - Johnson City	6.1	6.1	5.9	5.4	5.6	5.0
" - Marietta	4.9	5.1	4.6	4.6	4.7	4.6
Sensenich - Lititz	6.1	5.4	12.1	5.2	4.9	6.5

Source -
Labor Statistics for the Aeronautical industry with special reference to airframe, engine, and propeller plants for 1943 & 1944 by Reg - Prepared jointly by Materiel Command, Army Air Forces and B L S. U.S. Dept Labor.

"Yearly average of separation rates by sex in Airframe, Engine and Propeller Plants - 1944
B.L.S.

Plant and Location		Total			Men			Women		
Total - airframes, engines, props.		12	740	6.2	12	630	5.2	12	923	7.7
Total - Airframes		12	783	6.5	12	671	5.6	12	956	8.0
? Aeronca - Middletown	3.6 - 73.3	12	1487	12.3	12	1330	11.0	12	1728	14.4
Beech - Wichita	3.6 - 6.6	12	649	5.4	12	534	4.4	12	836	7.0
Bell - Bflo.	3.8 - 7.7	12	614	5.1	12	529	4.4	12	719	6.0
" - Marietta	3.6 - 11.1	12	804	6.7	12	752	6.3	12	891	7.4
? Bellanca - New Castle	5.7 - 23.8	12	1321	11.0	12	1374	11.4	12	1248	10.4
Boeing - Seattle Facility	6.9 - 9.5	12	978	8.1	12	741	6.2	12	1230	10.2
" (1+2) - Wichita	3.0 - 7.9	12	668	5.6	12	606	5.0	12	760	6.3
new Brewster Facility	5.2 - 9.8	5	380	7.6	5	344	6.9	5	501	10.0
same " - Johnsville	5.1 - 12.7	5	459	9.2	5	419	8.4	5	545	10.9
same " - Long Island City	5.3 - 9.3	5	347	6.9	5	318	6.4	5	470	9.4
? Budd - Phila.	5.8 - 22.6	10	1027	10.3	10	901	9.0	10	1364	13.6
? Cessna Facility	3.4 - 29.4	12	1218	10.1	12	1111	9.3	12	1457	12.1
" - Hutchinson	1.8 - 94.3	12	1733	14.4	12	1584	13.2	12	2123	17.7
" - Wichita	3.0 - 27.7	12	1129	9.4	12	1013	8.4	12	1393	11.6
Chance-Vought	2.6 - 4.9	12	484	4.0	12	426	3.5	12	586	4.9
Columbia - Valley Stream	2.4 - 8.0	12	619	5.2	12	596	5.0	12	666	5.5
Consolidated - Vultee - Allentown	2.8 - 7.8	12	590	4.9	12	566	4.7	12	643	5.4
" - Downey	5.3 - 12.2	12	938	7.8	12	802	6.7	12	1154	9.6
" - Ft. Worth	4.3 - 9.5	12	749	6.2	12	687	5.7	12	870	7.2
" - Nashville	2.8 - 33.8	12	885	7.4	12	765	6.4	12	1089	9.1
" - New Orleans	11.5 - 21.9	12	1693	14.1	12	1584	13.2	12	1833	15.3
✓ " San Diego Facility	5.3 - 9.8	12	829	6.9	12	627	5.2	12	1102	9.2
" - San Diego (Incl. S.D. area feeders)	5.1 - 9.8	12	805	6.7	12	603	5.0	12	1093	9.1
" - Los Angeles area	5.3 - 145.5	9	2444	27.2	9	2138	23.8	9	2646	29.4
" - San Bernardino area	5.3 - 29.9	12	1495	12.5	12	1363	11.4	12	1610	13.4
" - Santa Ana area	5.3 - 16.4	12	1140	9.5	12	1039	8.7	12	1232	10.3
" - Tucson	5.1 - 8.7	5	346	6.9	5	314	6.3	5	404	8.1
" Wayne Facility	5.3 - 14.3	12	1251	10.4	12	999	8.3	12	1694	14.1

Curtiss - Bflo.	2.9 - 6.9	12	559	4.7	12	491	4.1	12	657	5.5
" - Columbus	3.8 - 9.3	12	677	5.6	12	681	5.7	12	674	5.6
" - Louisville	3.4 - 21.9	12	962	8.0	12	763	6.4	12	1320	11.0
" - St Louis	2.3 - 14.6	12	796	6.6	12	636	5.3	12	1120	9.3
Douglas - Chgo.	4.3 - 7.1	12	651	5.4	12	553	4.6	12	829	6.9
" - El Segundo	4.0 - 30.3	12	1019	8.5	12	818	6.8	12	1357	11.3
" Long Beach Facility	5.0 - 11.0	12	840	7.0	12	687	5.7	12	979	8.2
" - Okla. City	4.0 - 12.6	12	845	7.0	12	687	5.7	12	1000	8.3
" - Santa Monica	3.0 - 18.5	12	767	6.4	12	581	4.8	12	1059	8.8
" - Tulsa	3.4 - 9.0	12	579	4.8	12	462	3.8	12	731	6.1
Fairchild - Burlington		10	2333	23.3	10	2448	24.5	10	2007	20.1
" - Hagerstown		12	497	4.1	12	424	3.5	12	631	5.3
Ford - Willow Run		12	721	6.0	12	645	5.4	12	864	7.2
Globe - Ft. Worth		12	1840	15.3	12	1795	15.0	12	1939	16.2
Goodyear Facility		12	679	5.7	12	564	4.7	12	829	6.9
" - Akron		12	675	5.6	12	558	4.6	12	827	6.9
" - Newark		12	830	6.9	12	754	6.3	12	951	7.9
" - Uhrichsville + Millersburg		12	678	5.6	12	592	4.9	12	781	6.5
Grumman - Bethpage		12	303	2.5	12	260	2.2	12	400	3.3
Higgins - New Orleans		10	1788	17.9	10	1722	17.2	10	1883	18.8
Howard Facility		6	1916	31.9	6	1849	30.8	6	2044	34.1
" - Chgo		6	2586	43.1	6	2323	38.7	6	3180	53.0
" - St. Charles		6	1638	27.3	6	1639	27.3	6	1635	27.3
Lockheed Facility		12	693	5.8	12	593	4.9	12	851	7.1
Martin - Balt.		12	607	5.1	12	535	4.5	12	736	6.1
" - Omaha		12	531	4.4	12	419	3.5	12	699	5.8
McDonnell - Memphis		12	2322	19.3	12	2303	19.2	12	2358	19.6
Nash - Detroit		12	1015	8.5	12	901	7.5	12	1293	10.8
No. Amer. Dallas Facility		12	1257	10.5	12	1149	9.6	12	1486	12.4
" - Dallas (A+B)		12	1228	10.2	12	1118	9.3	12	1450	12.1
" - Waco		12	2345	19.5	12	2188	18.2	12	2735	22.8

No. Amer. - Inglewood Facility	12	881	7.3	12	700	5.8	12	1181	9.8
" - Kansas City	12	863	7.2	12	778	6.6	12	1004	8.4
Northrup - Hawthorne	12	795	6.6	12	629	5.2	12	1087	9.1
Piper - Lock Haven	12	944	7.9	12	790	6.6	12	1301	10.8
Republic - Evansville	12	1004	8.4	12	1008	8.4	12	1000	8.3
" - Farmingdale	12	543	4.5	12	459	3.8	12	757	6.3
Ryan - San Diego	12	1065	8.9	12	919	7.7	12	1240	10.3
Sikorsky - Stratford	12	478	4.0	12	428	3.6	12	590	4.9
Taylorcraft - Alliance	6	432	7.2	6	317	5.3	6	657	11.0
Engines - Total	12	605	5.0	12	497	4.1	12	803	3.4
Aircooled - Syracuse	12	1022	8.5	12	996	83	12	1100	9.2
Continental Avia. - Muskegon	12	750	6.2	12	678	5.6	12	904	7.5
" Motors "	7	356	5.1	7	346	4.9	7	401	5.7
Dodge - Chgo.	12	773	6.4	7	395	5.6	7	370	5.3
Ford - Dearborn	9	315	3.5	9	253	2.8	9	632	7.0
Jacobs - (1) Pottstown	12	1052	8.8	12	1039	8.7	12	1132	9.4
" - (2) "	12	1689	14.1	12	1502	12.5	12	2150	17.9
Lycoming - Williamsport	12	642	5.3	12	529	4.4	12	1205	10.0
Nash Facility	12	527	4.4	12	437	3.6	12	905	7.5
" - Kenosha	12	591	4.9	12	495	4.1	12	927	7.7
" - Milwaukee	12	300	2.5	12	264	2.2	12	703	5.9
Packard Facility	7	446	6.4	7	291	4.2	7	781	11.1
" - Detroit	12	684	57	12	490	4.1	12	1112	9.3
" - Toledo	7	430	6.1	7	344	4.9	7	575	8.2
Pratt & Whitney E. Hartford Facility	12	483	4.0	12	411	3.4	12	639	5.3
" - E. Hartford	12	459	3.8	12	375	3.1	12	620	5.2
- E. Longmeadow	12	526	4.4	12	465	3.9	12	765	6.4
- Southington	12	560	4.7	12	513	4.3	12	671	5.6
- Willimantic	12	564	4.7	12	511	4.3	12	734	6.1

Engines (con't)

Pratt & Whitney - Kansas City	12	876	7.3	12	767	6.4	12	1009	8.4
Ranger - Farmingdale	12	1168	9.7	12	950	7.9	12	1803	15.0
Studebaker Facility	12	343	2.9	12	323	2.7	12	450	4.7
" - Chicago	12	337	2.8	12	333	2.8	12	353	3.9
" - Ft. Wayne	12	564	4.7	12	517	4.3	12	900	8.5
" - South Bend	12	280	2.3	12	241	2.0	12	444	4.7
Wright - Lockland (Cincinnati)	12	608	5.1	12	538	4.5	12	727	7.1
Wright Paterson Facility	12	440	3.7	12	355	3.0	12	629	6.2
" - Paterson	12	389	3.2	12	315	2.6	12	557	5.6
" - Wood-Ridge	12	517	4.3	12	417	3.5	12	712	6.9
Propellers - Total	12	728	6.1	12	702	6.8	12	788	6.6
Amer. Prop. - Toledo	12	1191	9.9	12	1005	8.4	12	1873	15.6
Curtis Facility	12	461	3.8	12	377	3.1	12	646	5.4
" - Beaver	12	548	4.6	12	432	3.6	12	719	6.0
" - Caldwell	12	353	2.9	12	295	2.5	12	510	4.2
" - Clifton	12	276	2.3	12	237	2.0	12	425	3.5
" - Indianapolis	12	612	5.1	12	525	4.4	12	757	6.3
" - Stamford	7	159	2.8	7	197	2.8		000	0.0
Hamilton Standard Facility	12	585	4.9	12	531	4.4	12	680	5.7
" - E. Hartford	12	395	3.3	12	315	2.6	12	537	4.5
" - New London	12	499	4.2	12	412	3.4	12	617	5.1
" - Providence	12	3589	30.0	12	3480	29.0	12	3913	32.6
Hartzell - Piqua	12	1196	10.0	12	1135	9.5	12	1715	14.3
Nash Facility	12	1343	11.2	12	1276	10.6	12	1874	15.6
" - Gr. Rapids	12	340	2.8	12	346	2.9	12	252	2.1
" - Lansing	12	1604	13.4	12	1539	12.8	12	2073	17.2

(Next pg)

Remington Rand Facility	12	729	6.1	12	745	6.2	12	701	5.8
" - Bridgeport	10	1217	12.2	10	1383	13.8	10	1045	10.5
" - Johnson City	12	728	6.1	12	.737	6.1	12	708	5.9
" - Marietta	12	591	4.9	12	616	5.1	12	550	4.6
Sensenich - Lititz	12	728	6.1	12	643	5.4	12	1456	12.1

Total, Male & Female Separation Rates in Airframes, Engine - Propeller Plants for year's average — 1943.
BLS

Plant and Location	Total			Men			Women		
	# Mos.	Total	Rate	# Mos	Total	Rate	# Mo	Total	Rate
Total - airframe, Engine & Prop.	12	686	5.7	12	604	5.0	12	834	7.0
Total Airframe	12	737	6.1	12	642	5.4	12	873	7.3
1 Aeronca - Middletown	10	639	6.4	10	748	7.5	10	432	4.3
2 Beech - Wichita	12	512	4.3	12	453	3.8	12	683	5.7
3 Bell - Bflo.	12	828	6.9	11	682	6.2	11	839	7.6
4 " - Marietta	11	506	4.6	11	539	4.9	11	445	4.0
5 Bellanca - New Castle	12	988	8.2	12	1040	8.7	12	914	7.6
6* Boeing - Renton	12	818	6.8	12	590	4.9	12	1053	8.8
7 " - Seattle	12	913	7.6	12	539	4.5	12	1369	4.1
8 " (1&2) - Wichita	12	597	5.0	12	535	4.5	12	687	5.7
9 Brewster - Facility	12	654	5.5	12	607	5.1	12	767	6.4
10 " - Johnsville	12	751	6.3	12	735	6.1	12	763	6.4
11 - Long Isl. City	12	598	5.0	12	548	4.6	12	775	6.5
12 Budd - Phila	6	371	6.2	6	343	5.7	6	445	7.4
13 Cessna - Wichita	12	619	5.2	12	604	5.0	12	645	5.4
14 Chance - Vought - Stratford	12	598	5.0	12	526	4.4	12	739	6.2
15 Columbia - Valley Stream	6	341	5.7	6	329	5.5	6	311	5.2
16 Consolidated - Vultee - Allentown	6	332	5.5	6	357	6.0	6	293	4.9
17 " - Downey	12	953	7.9	12	859	7.2	12	1100	9.2
18 " - Ft. Worth	12	814	6.8	12	739	6.2	12	929	7.7
19 " - Nashville	12	620	5.2	12	614	5.1	12	623	5.2
20 " - New Orleans	11	1009	9.2	11	1171	10.7	11	1043	9.5
21 " - San Diego	12	820	6.8	12	627	5.2	12	1087	9.1
22 " - Wayne	12	1157	9.6	12	1072	8.9	12	1300	10.8
23 Curtiss Wright - Bflo.	12	613	5.1	12	631	5.3	12	571	4.8
24 " - Columbus	12	711	5.9	12	728	6.1	12	675	5.6
25 " - Louisville	12	945	7.9	12	714	6.0	12	1402	11.7
26 " - St Louis	12	846	7.1	11	676	5.6	11	912	7.6

Airframe (cont.)

27	Douglas Chgo	12	618	5.2	12	588	4.9	12	685	5.7
28	" El Segundo	12	970	8.1	12	674	5.6	12	1095	9.1
29	" Long Beach	12	751	6.3	12	602	5.0	12	877	7.3
30	" Okla. City	12	603	5.0	12	480	4.0	12	717	6.0
31	" Santa Monica	12	750	6.3	12	592	4.9	12	939	7.8
32	" Tulsa	12	715	6.0	12	546	4.6	12	949	7.9
33	Eastern Facility - Trenton	6	488	8.1	6	438	7.3	6	545	4.5
34	Fairchild - Burlington	12	684	5.7	12	738	6.2	12	592	4.9
35	" - Hagerstown	12	489	4.1	12	543	4.5	12	374	3.1
36										
37	Fleetwings - Bristol	9	599	6.7	9	587	6.5	9	622	6.9
38	Ford - Willow Run	12	799	6.6	12	715	6.0	12	936	7.8
39	Globe - Ft. Worth	8	903	11.3	8	994	12.4	8	693	8.7
40	Goodyear - Akron	12	717	6.0	12	711	5.9	12	718	6.0
41	Grumman - Bethpage	12	366	3.1	12	368	3.1	12	343	2.9
42	Higgins - New Orleans	7	915	13.1	7	909	13.0	7	926	13.2
43	Howard - Chgo.	11	1429	13.0	11	1358	12.3	11	1597	14.5
44										
45	Lockheed (A) Burbank	12	828	6.9	12	721	6.0	12	964	8.0
46	" (B) "	12	707	5.9	12	589	4.9	12	915	7.6
47	Martin - Balt.	12	663	5.5	12	619	5.2	12	758	6.3
48	" - Omaha	12	507	4.2	12	508	4.2	12	481	4.0
49	McDonnell - Memphis	12	713	5.9	9	707	10.1	9	607	6.7
50	No. Amer. - A - Dallas	12	513	4.3	12	495	4.1	12	557	4.6
51	" B "	6	371	6.2	6	379	6.3	6	359	6.0
52	" - Inglewood	12	909	7.6	12	769	6.4	12	1136	9.5
53	" - Kansas City	12	827	6.9	12	785	6.5	12	882	7.3
54	Northrup - Hawthorne	12	649	5.4	12	508	4.2	12	940	7.8
55	Piper - Lock Haven	12	753	6.3	12	786	6.6	12	992	8.3
56	Republic - Evansville	12	1044	8.7	12	1017	8.5	12	1080	9.0
57	" Farmingdale	12	439	3.7	12	407	3.4	12	521	4.3

Ryan - San Diego	12	953	7.9	12	775	6.5	12	1230	10.2
St. Louis Airc. - St. Louis	12	1816	15.1	12	1804	15.0	12	1837	15.3
Sikorsky - Stratford	6	335	5.6	6	315	5.3	6	405	6.7
Taylorcraft - Alliance	12	1256	10.5	12	1389	11.6	12	1016	8.5
Timm (Lateray) - Van Nuys	11	1239	10.3	11	1186	10.8	11	1318	12.0
Waco - Troy	9	909	10.1	9	843	9.4	9	1062	11.8
Engines - Total	12	485	4.0	12	436	3.6	12	600	5.0
Aircooled - Syracuse	12	673	5.6	12	640	5.3	12	782	6.5
Chevrolet - Bflo.	8	392	4.9	8	350	4.4	8	389	4.9
Continental Aviat. - Muskegon	7	482	6.9	7	474	6.8	7	514	7.3
" Motors - "	6	219	3.6	5	173	3.4	5	266	5.3
Ford - Dearborn	12	786	7.3	12	371	31	12	333	2.8
Jacobs (1) Pottstown	12	368	3.1	12	384	3.2	12	598	5.0
" (2) "	12	412	3.4	7	362	5.2	7	455	6.5
Kinner - Glendale	6	343	5.7	6	518	8.6	6	601	10.0
Lycoming - Williamsport	6	532	8.8	12	518	4.3	12	804	6.7
Nash Facility	12	576	4.8	12	357	2.8	12	627	5.2
" - Kenosha	12	393	3.2	12	409	3.4	12	656	5.5
" - Milwaukee	12	442	3.7	12	137	1.1	12	476	4.0
Packard - Detroit	12	178	1.5	12	387	3.2	12	1314	10.9
Pratt & Whitney Facility	12	619	5.2	10	396	4.0	10	513	5.1
" - E. Hartford	6	507	8.4	6	208	3.5	6	328	5.5
" - E. Longmeadow	6	250	4.2	6	265	4.4	6	385	64
" - Southington	6	321	5.4	6	308	5.1	6	353	5.9
" - Willimantic	6	249	4.2	6	222	37	6	331	5.5
" - Kansas City	10	540	5.4	9	415	4.6	9	589	6.5
Ranger - Farmingdale	12	498	4.1	12	460	3.8	12	615	5.1
Studebaker Facility	11	333	3.0	11	340	3.1	11	307	2.8
" - Chgo	12	358	3.0	12	382	3.2	12	276	2.3
" - Ft. Wayne	11	424	3.9	11	403	3.7	11	593	5.4
" - So. Bend	11	300	2.7	11	298	2.7	11	287	2.6

2

Eng. (cont.)

Wright - Cincinnati	12	474	3.9	12	452	3.8	12	509	4.2
" - Paterson	12	441	3.7	12	415	3.5	12	491	4.1
Prop. - Total	12	557	4.6	12	536	4.5	12	608	5.1
Amer. Prop - Toledo	9	720	8.0	9	606	6.7	9	1167	13.0
Curtiss Facility	12	501	4.2	12	454	3.8	12	623	5.2
" - Beaver	12	730	6.1	12	637	5.3	12	968	8.1
" - Caldwell	12	427	3.6	12	416	3.5	12	443	3.7
" - Clifton	12	265	2.2	12	254	2.1	12	316	2.6
" - Indianapolis	12	518	4.3	12	474	3.9	12	625	5.2
Hamilton Standard Facility	12	387	3.2	12	343	2.9	12	477	4.0
" - E. Hartford	6	200	3.3	6	158	2.6	6	279	4.7
" - Norwich	6	189	3.2	6	136	2.3	6	250	4.2
" - Pawcatuck	6	172	2.9	6	186	3.1	6	231	3.9
" - Pawtucket	5	450	9.0	5	464	9.3	5	476	9.5
Hartzell - Piqua	10	1223	12.2	10	1136	11.4	10	1916	19.2
Nash Facility	6	494	8.2	6	496	8.3	6	489	8.2
" - Gr. Rapids	6	211	3.5	6	218	3.6	6	39	.7
" - Lansing (1+2)	6	558	9.3	6	558	9.3	6	530	8.8
Remington-Rand Facility	6	336	5.6	6	346	5.8	6	315	5.3
" - Bridgeport	6	763	12.7	6	849	14.2	6	646	10.8
" - Johnson City	6	324	5.4	6	337	5.6	6	300	5.0
" - Marietta	6	277	4.6	6	280	4.7	6	274	4.6
Sensenich - Lititz	12	620	5.2	12	588	4.9	12	775	6.5

2.

Turnover in Aircraft plants
Summary
1943 + 1944

	Total	Men	Women
Total - Airframe, Engine + Prop. -			
Total - Range of indiv. plants -			
" - " " " - Airframe			
" - Engine			
" - Prop.			
Total - Range of 50% middle cases			

Individual plants

Airframes

UNEMPLOYMENT

23510

WAR PRODUCTION BOARD

Labor Division

CORRECTION WPB 204

For release 10 A.M.
Wednesday, February 11, 1942

Statement by Sidney Hillman, Labor Director, War Production Board, concerning the war displacement benefits bill, H.R. 6559, before the Committee on Ways and Means, House of Representatives, February 11, 1942, should be corrected to read as follows:

Page One, Paragraph Five

Tulsa and Wichita should be eliminated, making the paragraph read:

"For example, the curtailment orders already issued will not only dis-employ auto workers in Detroit, but also in Houston, in Memphis, in Norfolk, in Atlanta, in Dallas, in Kansas City; jewelry workers in Massachusetts; rubber workers in Ohio; farm implement, refrigerator and washing machine workers in Indiana, Illinois and Wisconsin; and radio and electrical workers in New York and California."

Page Three, Paragraph Six

This paragraph should read:

"Let us say, for example, that in an industrial center like Detroit, if 10,000 highly skilled workers needed for planes and tanks and guns were to move away from that area, the lack of their ability to perform their key tasks might well make it impossible to hire many times the number of less skilled workers."

Page Three, Paragraph Nine

The word "successful" should be eliminated from the second sentence, making it read:

"This is not an arbitrary figure, without precedent. It is based on the experience of railway managements and employees, who after exhaustive study agreed upon this amount as proper compensation for workers displaced through consolidation of two or more railroads."

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23510

WAR PRODUCTION BOARD

Labor Division

For release at 10 A.M.
Wednesday, February 11, 1942

WPB 204

Statement by Sidney Hillman, Labor Director, War Production Board, concerning the war displacement benefits bill, H.R. 6559, before the Committee on Ways and Means, House of Representatives, February 11, 1942.

The proposed legislation, now under consideration by your committee, provides for the appropriation of $300,000,000 for payment of war displacement benefits to workers disemployed as a result of the war effort. Authorized action by the Federal Government, restricting the production of civilian goods, applying priorities to raw materials, and converting plants from civilian to war work, has thrown hundreds of thousands of industrial workers out of their jobs, depriving them of their livelihoods, and will affect many more.

The Federal Government has a definite obligation to provide some measure of economic assistance for these displaced workers during the period of temporary unemployment.

In the automobile industry, for example, some 400,000 employees will be made idle until retooling of plants is completed. Similarly, many thousands of others now engaged in selling automobiles, or parts, or tires, will be temporarily disemployed.

The automobile industry is only one illustration -- although a dramatic one -- of what is happening or is going to happen to industries in every part of the United States.

For example, the curtailment orders already issued will not only disemploy auto workers in Detroit, but also in Houston, in Memphis, in Tulsa, in Norfolk, in Atlanta, in Wichita, in Dallas, in Kansas City; jewelry workers in Massachusetts; rubber workers in Ohio; farm implement, refrigerator and washing machine workers in Indiana, Illinois and Wisconsin; and radio and electrical workers in New York and California.

The President's production goals for 1942 and 1943 have given a new impetus to the changeover from civilian to war output. To reach the President's 1942 objective alone, we must add at least 10,000,000 workers to the more than five million already engaged in war production by the end of this year.

This means, for example, that in the machinery group alone, including electrical equipment, machine tools, heavy presses and foundry products, we will need approximately 1,000,000 additional workers; in shipbuilding, we will need approximately 350,000; in planes, 600,000; in tanks, 250,000; in building materials, 650,000; in the construction industry, 900,000; and a corresponding expansion in other industries too numerous to mention.

At the same time, however, we must face the fact realistically that we cannot utilize all these additional workers in war production without a program of wholesale conversion, which will cause industrial dislocations and extensive unemployment during the period of transition.

Recent estimates concerning our national labor supply indicate that between 3,000,000 and 4,000,000 workers will be temporarily unemployed at some time during 1942, as a direct or indirect result of the war effort. The period of unemployment will vary for individuals, as the conversion period will vary for plants. Some workers may be without jobs for six weeks, others for six months, or even longer. Some may go directly into new jobs on war production; others will need special training to adapt their skills to new machines. To the degree that we can speed up this entire conversion process, we can reduce both the cost and the duration of its consequent unemployment.

The tide of unemployment is gathering momentum and will probably reach its peak in the spring or early summer. In the first week of October 1941 about 450,000 persons in the country claimed unemployment compensation benefits. During the second week of the month of January 1942, some 950,000 claims were filed — more than twice as many. At a time of full employment, we should expect less than a seasonal rise in such applications. In fact the rise has exceeded the usual seasonal trend. And this has occurred before the major lay-offs, as of February 1. Reports from each state tell the same story.

In Michigan alone, for instance, 118,000 persons filed claims in the second week of January 1942, while only 20,000 claims were filed during the average week in October and November 1941.

This "conversion unemployment" is a necessary phase of gearing the nation for full war production. Although it is a transient problem which should no longer exist by the end of 1942, it is of the utmost importance that we deal with it speedily and positively.

We are facing an entirely different set of circumstances from those which prevail under normal industrial conditions when unemployment results from seasonal or other changes. Today we must move whole groups of workers — in mass and in planned, orderly fashion— from non-war to war industry. But jobs in war industry do not yet exist for hundreds of thousands of workers who already have been thrown out of work as a result of government action. It is of major importance to war production to keep the skills and energies of these workers in readiness for the converted tools and machines of our industrial plants.

If at this time only the usual state unemployment compensation were to be made available, the workers released from civilian production, fearing a long period of insecurity, would tend to move in a mass migration in search of jobs.

The bill now before your committee recognizes that only by supplementing our present unemployment compensation machinery can we hope to keep our skilled workers available for the war tasks they will be called upon to do. But while this bill is sound in principle, and recognizes the special character of the problem in providing compensation for a 26 week period, its proposed 20 per cent increase in present state unemployment compensation is, in my judgment, inadequate.

In some 30 states, for example, the unemployment compensation is set at a maximum of $15 a week. If we add 20 per cent to this amount, we have only a $3 increase, a total of a maximum of $18 a week. Such a benefit might discourage a worker from remaining in his home community, and impel him to search for a job somewhere else.

Thus, instead of the planned and orderly transfer of highly qualified workers from non-war to war jobs, and especially to bottleneck jobs in crucial industries, we would have a haphazard and disorderly movement from industry to industry, from region to region -- from an electrical equipment factory in New Jersey to a shipyard in California.

With a weekly benefit of $18, a skilled worker accustomed to a wage of say $40 a week or more, and to a certain basic standard of living, would be under immediate pressure to seek a job elsewhere if none was available locally. The difference between $18 and $24 -- the amount that I have previously recommended to your committee -- might be the determining factor that would induce him to remain in the community until his former employer had finished retooling. That additional $6 would help insure him at least the essentials of food and shelter for his family.

This is a very important consideration. We must see to it that there is a trained worker ready to operate every machine converted to war production. If employers are able to draw upon the tested skill of their former workers, with the added advantage of training obtained during the conversion process, production can go full speed ahead in every converted plant.

But if these seasoned workers should scatter to various parts of the country, we may find some of our factories operating at partial capacity and partial efficiency for a long time after retooling is completed.

Let us say, for example, that in an industrial center like Detroit, if 10,000 highly skilled workers needed for planes and tanks and guns were to move away from that area, the lack of their ability to perform their key tasks might well make it impossible to hire, let us say about 200,000 less skilled workers.

The recommendations which I was privileged to submit to the President, and which he transmitted to you in a letter dated January 19, 1942 addressed to the Speaker of the House of Representatives, were specifically designed to guard against any such impediments to war output. These recommendations were the result of conferences between representatives of the Labor Division and six representatives each of labor and management.

The proposal resulting from these deliberations recommended payment of combined state and Federal benefits amounting to approximately 60 per cent of the displaced worker's average weekly earnings, up to a maximum of $24 per week.

This is not an arbitrary figure, without precedent. It is based on the successful experience of railway managements and employees, who after exhaustive study agreed upon this amount as proper compensation for workers displaced through consolidation of two or more railroads.

We must recognize that war displacement benefits are first of all a positive step toward more efficient war production. It is sound policy to seek to meet the costs of manpower conversion -- a process as crucial to the success of our arms program as the conversion of tools and machines. But we must make sure that the objectives which inspire that policy are reached effectively and speedily. The proper kind of war displacement benefits will help to maintain a stable working force by preventing undue migration, by encouraging workers to take training for war jobs in their own communities, and by keeping up national morale during a difficult transitional period.

unemployment pay for priority workers or conversion

OFFICE OF PRODUCTION MANAGEMENT

Labor Division

For Immediate Release
January 20, 1942

L-39

A "layoff wage" program, drafted by Sidney Hillman and the OPM Labor Division, designed to speed conversion of industry and transfer of workers to full war-time production, was made almost certain this week.

Congressional leaders began drafting a bill approved by the White House for total State and Federal payments of up to $24 weekly for workers during the layoff and training period caused by all-out conversion.

The plan provides for payments made through the State unemployment compensation commissions, supplementing and extending the State payments.

It was presented to the White House and to Congressional leaders by Hillman and Federal Security Administrator Paul V. McNutt, under whom the U. S. Employment Service and other agencies will administer the program in the field.

Perhaps as much as $500,000,000 will be needed to carry out the program, supplementing money now available through State unemployment compensation funds, OPM Labor Division officials estimate. The Budget Bureau has approved an initial appropriation of $300,000,000.

Possibly 4,000,000 workers may need such assistance to bridge over the gap of unemployment between civilian work and war production, caused by re-tooling of plants, completion of new facilities, and re-training that will be necessary in many instances. The layoff wage is expected to prevent excessive migration of labor from conversion areas.

The payments would continue for a maximum of 26 weeks, and would be paid only until January 1, 1943.

By that date, war industry employment will have been extended to 15,000,000 persons — an increase of 10,000,000 during the next 11 months — according to present plans.

The "layoff wage" under the Hillman plan, which may be revised by the congressional committees, would be at the rate of 60 per cent of the normal weekly wage, up to a $24-a-week maximum.

Workers covered by State unemployment compensation laws, which provide for payment of 50 per cent of the normal wage, will have this payment increased by an additional 10 per cent from Federal funds. The usual State unemployment compensation laws provide payments for 14 to 16 weeks, so the Federal funds would be used to extend the larger payment to cover not more than 26 weeks.

Unemployed outside salesmen and other persons not covered by State unemployment compensation laws will also be entitled to the payments, of up to 60 per cent of their former wages, on a showing that payments have been made to the Old Age and Survivors pension funds in their behalf during 30 weeks of the previous year. This would provide payments for manypersons in smaller establishments which are exempted in many States from the unemployment compensation laws.

No benefits will be paid to anyone who refuses to accept training designed to qualify him for war industry employment, or who refuses to accept employment offered him through the U. S. Employment Service in conformity with OPM's labor supply policies.

OFFICE OF PRODUCTION MANAGEMENT

Labor Division

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ADVANCE RELEASE **ADVANCE RELEASE** MVR

OFFICE OF PRODUCTION MANAGEMENT

Labor Division

For Thursday AM's
November 13, 1941

PM 1569

OPM Associate Director General Sidney Hillman today announced that the OPM Labor Division had suggested a four-point plan to relieve anticipated unemployment among 7000 employees in the metal-plating industry recently hit by a priorities order curtailing the use of "bright work" on automobiles for decorative purposes.

The plan, which was offered at a joint meeting of 19 union, management and government representatives, proposed:

1. No new plating plants or facilities to be built as long as there are plants and facilities available.

2. The pooling of facilities on both an industry-wide and geographical basis in order to obtain defense contracts or subcontracts.

3. An industry-wide study to be made in cooperation with the OPM to ascertain how the industry's facilities may best be adapted to production conforming with Army and Navy specifications.

4. Investigation of the extent to which the curtailment order will affect employment in the industry with a view to preparing for possible future revision of the curtailment order.

The OPM's suggested program, which was offered by Ralph Kaul, labor utilization economist in the Labor Division's Priorities Branch, emphasized to management representatives the importance of giving careful study to the current requirements of the Army and Navy for plated articles in order to prepare facilities for defense work.

One great opportunity for the industry, OPM officials pointed out, may lie in the recent copper order which specified that articles made from solid copper or brass may now contain no more than 5% as much copper as previously. This, it was asserted, offers an opportunity for plating such articles. Automobile radiators made from steel rather than copper, it was noted must be plated with some non-corrosive substance for protection.

Representatives of the Division of Contract Distribution explained methods by which small companies with idle equipment may receive plating work that otherwise might require construction of new facilities in larger plants which have been awarded defense contracts. Programs are already under way, the meeting was told, to pool the equipment and machinery of small companies in order to obtain sufficient equipment to insure an adequate flow of finished articles to prime contractors.

These and other plans will be considered as a means of cushioning the expected disemployment. A total of 407 men have been laid off in Detroit alone, and approximately 866 will be laid off by December 15, the effective date of the order.

Attending the meeting were:

W. W. Britton, President, Metal Polishers, Buffers, Platers and Helpers International Union, Cincinnati, Ohio
Ray Kelsay, Vice President, MPBPHIU, Cincinnati, Ohio
William Mostyn, MPBPHIU representative, Rochester, New York
Ray Muehlhoffer, MPBPHIU representative, Cleveland, Ohio
George Carlson, MPBPHIU representative, Detroit, Michigan
Elizabeth Paschal, AFL National Headquarters, Washington, D. C.
Frederick R. Bolton, Secretary, Plating and Rustproofing Association of Michigan
W. B. Knight, Knight Plating Company, Detroit
R. L. Reed, Reed Plating Company, Detroit
Henry J. Bock, Auto City Plating, Grand River, Michigan
Richard J. Nagle, J. C. Nagle & Sons, Inc., Toledo, Ohio
C. S. Slack, Detroit Plating Industries, Detroit

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From INFORMATION DIGEST, Office of Government Reports, September 13, 1941.

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Priorities Unemployment

OPM Associate Director Hillman announced a new and broad program of State and local cooperation with OPM to alleviate the serious unemployment situation in the silk, automobile, rubber and other industries in New Jersey. Mr. Hillman has called all state officials to collaborate activiely with the OPM Labor Division, defense contractors and other employers, labor leaders and defense training institutions, in a statement of policy which Mr. Hillman said should prove a national model in efforts to provide jobs in defense and other plants for displaced workers. At the same time Mr. Hillman called a conference for September 15 in Paterson, N. J. of AFL and CIO management and labor division officers to work out specific details of the retraining, re-employment program for displaced silk workers.

*****

Nurses

New England States are leading in prompt response by women and girls to the appeal for 100,000 volunteers for the Nurse's Aide Corps, the Red Cross announced. In Massachusetts, Rhode Island and Vermont, 14 chapters have adopted the plan and at least 50 percent of the large chapters will have Nurse's Aide Corps within a few weeks. The appeal for organization of the Corps was made jointly by the OCD and the Red Cross, and volunteers will be trained to act as assistants to graduate nurses as a national defense measure to relieve the acute shortage of nursing services threatening civilian hospitals and health agencies.

MVR

OFFICE OF PRODUCTION MANAGEMENT
Labor Division

For Immediate Release
September 6, 1941

PM 1101

OPM Associate Director General Sidney Hillman today announced that the OPM Silk Labor Committee had unanimously adopted six recommendations designed to alleviate the effects of priority unemployment among the silk industry's 175,000 employees.

Labor leaders attending the meeting declared that the committee's proposals, together with application of the "Buffalo Plan" as developed by the OPM Labor Division, will greatly cushion the effects of priority unemployment and shorten the period of joblessness. A program of training, retraining and placement of displaced workers has been successfully applied to several other industries by the OPM Labor Division, and the silk leaders believe that similar efforts may be equally effective in the silk industry.

The union representatives expressed gratification on learning that Labor Division officials have already made investigations of the priority unemployment situation in Paterson, the Scranton Wilkes-Barre area and the North Carolina area. The Labor Division has already set tentative dates for the holding of conferences which will study the application of the "Buffalo Plan" to these areas, the union leaders were informed.

Temporary unemployment caused by stoppage of silk imports and the difficulty of obtaining substitute yarns has already reached 25,000 workers, 14% of the industry's total labor force, the committee was told by the Bureau of Labor Statistics.

The Committee's recommendations were:

That the government should allocate all synthetic yarns set aside by priority orders to former silk processors if a free and fair flow of rayon does not develop.

That the 1½% of rayon now held by the government should be distributed immediately to former silk processors now in distress.

The OPM-sponsored conferences for the training, retraining and placement of displaced textile workers should be held immediately in Paterson, Wilkes-Barre, Scranton, Reading, Charlotte and Burlington.

That these conferences should be a part of a national program in placing workers displaced as the result of priorities and shortages.

That Lessing Rosenwald, chief of the OPM's Silk Commodity section, call a meeting of the rayon industry committee at the earliest possible moment.

That Mr. Rosenwald request every rayon producer to send a monthly report to his office on the distribution of rayon and acetate by weight and denier to each former silk processor.

Attending the meeting were:

Emil Rieve, President, Textile Workers Union of America (CIO)

Carl Holderman, Manager of the New Jersey Joint Board, Textile Workers Union (CIO)

Alfred Hoffman, First Vice President, American Federation of Hosiery Workers (CIO)

Anthony Valente, Secretary-Treasurer, United Textile Workers (AFL)

Frederick Umhey, Executive Secretary, International Ladies Garment Workers Union (AFL)

Alexander McKeown, President, American Federation of Hosiery Workers (CIO)

Herbert Payne, Executive Board member, Textile Workers Union (CIO)

Solomon Barkin, Research Director, Textile Workers Union (CIO)

I. Estimates of Unemployment

The Office of War Mobilization and Reconversion

In a Report of May 10, 1945

Not expected to exceed 2.5 million in next 12 months (i.e., by May 1946)

In a Report of its Director, Snyder, Oct. 1, 1945

May be about 8 million by Spring, total "will depend on how fast reconversion and expansion can be accomplished."

II. Actual Unemployment at Latest Census Report (April 1946)

Total unemployed - 2.3 million

Women unemployed - 460,000 (less than 1/5 of total)

III. Unemployment of Women Far Less Than Job Shrinkage

Non-agricultural employment - July 1945 - 16,900,000
Apr. 1946 - 14,700,000

Decline 2,200,000

Total unemployed 460,000

IV. Recent Reports Show Shortages of Women Workers

Examples:

(a) Recent press stories from New Jersey indicate unfilled job openings for over 10,000 women, including workers for RCA and Tung Sol Lamp Works.

(b) A report in early April from St. Louis indicated that the USES was having difficulty in getting women to fill jobs. (Miss Wolfe)

(c) A recent press story cited an estimate that 3,500 jobs for typists and stenographers were open at the USES in New York City.

MP/vh
6/3/46

UNIONS

OFFICE OF PRODUCTION MANAGEMENT

Labor Division

For Immediate Release
Wednesday, October 8, 1941

L 14

DEFENSE SIDELIGHTS

Unions Lead the Way

The recent action of the New York State Brewery Workers convention in voting unanimously to furnish 500 magazines a month to the boys in Army training camps is typical of the way in which American trade unions are backing the nation's preparedness effort to the hilt.

Completely on their own initiative, union organizations in every section of the country have undertaken an amazing variety of campaigns and projects —— to spur defense production, to aid Britain, to provide recreation and entertainment for the men in Army camps, and to heighten national morals.

Garment workers in Kentucky have started working nights and Saturdays without pay to provide 2400 dresses for British children. Airplane workers in Southern California, working overtime, produced a bomber which they presented to the British R.A.F. A dozen New York unions joined together to stage a highly successful party and dance for soldiers and sailors on leave. The painters union voted to contribute one day's pay to national defense. Several unions have sent their theatre groups to give performances at army camps. Scores of unions and individual union members each week write to Sidney Hillman, head of the OPM Labor Division, offering slogans and projects that would benefit labor's contribution to the national defense effort, and ideas to speed and intensify industrial production. The list could be multiplied.

One thing is certain. American trade unions, always in the vanguard of every move to make democracy an increasingly real and living thing to American workers, are now demonstrating by such spontaneous actions as these, that they are among the first to rise to democracy's defense whenever and wherever it is threatened.

Pork Chops and Propellers

Priority unemployment, one of the by-products of the nation's industrial shift to defense production, is gradually yielding to efforts by OPM Associate Director-General Sidney Hillman to find new jobs in booming defense industries for workers who have been disemployed as the result of curtailment of raw materials or as a consequence of factories closing to retool for defense production.

Successes in changing over existing machinery to defense production have been marked up in scores of cities — thus saving the jobs of hundreds of workers who might be temporarily disemployed.

An OPM official recently made a survey of factories in different parts of the country, and discovered machinery in various parts of the United States that is seldom found in other sections but equipped, nevertheless, to turn out a highly specialized type of work.

There were, for example, only four factories in the United States equipped to produce destroyer propellers which require a peculiar and rare type of machine.

But in Cincinnati, Ohio, after long searching, the OPM official came across a factory that had been devoted entirely to the manufacture of butchers' supplies and machines. The equipment in the factory could easily be adapted to the necessary work for the manufacture of propellers. The OPM official described the discovery as a "great find" and announced that the plant could easily shift over to defense production.

And instead of workers being disemployed, more and more workers will probably find new jobs in this plant, which is expected to expand rapidly. Careful and persistent surveys such as this are one way of cushioning the effect of priorities on unemployment.

Something New Under the Christmas Tree

As the defense program continues to draw hundreds of thousands of new workers into the nation's expanding industries, wages have increased and working conditions generally have greatly improved.

At the same time, new and better union contracts in industry after industry are being brought to the attention of the OPM Labor Division each week. These contracts in many instances contain benefits and advantages that were undreamed of a few years ago — some contain clauses that are genuinely novel.

Topping them all, in respect of novelty at least, was a recent contract signed by a New York electrical workers union and a factory making Christmas-tree lights.

Under the terms of this agreement, the employer must provide free daily lunches to the employees. There is only one catch. They have to wash their own dishes.

Two Symbols

The union label versus the swastika. American warplanes being shipped to England now bear the union label.

Nothing could better sum up the issues at stake in the skies above England than the meeting of American planes bearing the union label and Nazi bombers carrying the swastika.

The union label on the American planes represents the right of workers in a democracy to join unions of their own choosing and to bargain collectively.

The swastika symbolizes the destruction of the trade unions of 15 European nations, the regimentation of labor, the chaining of workers to their machines, and the prohibition, on penalty of death, against workers banding together in any way to promote their own interests.

The Union label reflects an average hourly wage of $1.10 for American workers, a rate more than twice as great as that received by the workers in Nazi airplane factories.

The union label symbolizes the American worker's constitutional right of free speech, his right to speak his mind and to criticize. The swastika represents thousands of trade union leaders and members now in concentration camps, the stifling of every criticism, and the persecution of every worker who dares to protest against working 12 hours a day, six days a week, at sub-standard wages.

The union label on the American planes symbolizes a way of life in which organized labor has a tremendous stake. The swastika represents slavery, opression, hatred and bloodshed — everything that is hateful to a free labor movement.

One Hour's Pay to Save a Child

"One hour of your pay will help keep an English child safe from bombs."

With this as their keynote, members of a large group of New Jersey unions recently resolved to do something for the thousands of children of British workers who have been bombed out of their homes, schools and playgrounds.

"We felt that a village where the children could be free of the menace of bombs — where they could begin again to live the life of normal children, was within our power to give," the unions declared.

Out of this grew the idea of a "Children's Village," a plan to take British workers' children from the bombed-out areas to towns which are not likely to be bombed. Each home in the village will be named for one of the New Jersey unions participating in the plan. Arrangements, in most instances, are made between the unions and management for one hour's overtime work, the pay for which is contributed to the "Children's Village" plan. The money collected is administered by the British Trade Union Councils.

Unions of all kinds and in every field of work are taking up the New Jersey idea and similar plans to help British workers' children. This is in addition to other important contributions American trade unions are making to British war relief work.

News

[illegible]
National CIO War Relief Committee
Vol. 3—No. 2-3
May-June, 194

Europe 1945

Peace in Europe has sometimes brought starvation even closer to the peoples of our Allies than Nazi domination. Will America answer their call for help?

Food for Life

You will hear many reasons why we should not feed the people of Europe:

OUR FOOD SUPPLY IS LOW.
WE ARE TIRED OF RATIONING.
LET US NOT HELP THE BOLSHEVIKS ABROAD.
THESE ARE SOME; THERE ARE OTHERS.

You will hear also many reasons why we should feed the people of Europe:

WE MUST PREVENT THE RECURRENCE OF FASCISM.
WE MUST PREVENT THE EXTENSION OF COMMUNISM.
WE MUST HELP STABILIZE SOCIETY.

To us there is one good reason why we should help feed the people of Europe:

They are starving, and we are not

Health experts say that 2,000 calories a day are considered an emergency minimum.

Yet 10,000,000 Yugoslavs are living on a diet of less than 1,000 calories a day.

And people in France, Belgium and Greece are hovering near the 1,500 mark.

In Holland miners are too weak to work.

And no charts and graphs can describe the distended body of the hungry child in Poland.

Still our own daily average is more than 3,000 calories a day.

There can be no peace in Europe—or anywhere else—unless there is democracy and security for all.

Until then, V-E Day will be a day of armistice—and the world like a floored fighter resting for the count of nine.

But democracy and security are empty words to the man with an empty stomach.

The people of Europe must be fed to live and to finish the fight for peace.

We spent $280,000,000,000 through 1944 to win the war. We can afford to spend some to win the peace.

OUR FOOD SUPPLY IS LOW, BUT IT CAN BE INCREASED—
THROUGH INCENTIVES.
THROUGH VICTORY GARDENING.
BY SMASHING THE BLACK MARKET.
BY MAINTAINING RIGID RATIONING.

And even at the present rate of production we can afford, along with Canada, Latin America, South Africa and other countries, through UNRRA, to share a small part of what we have so that others may live.

If this isn't realistic, then neither is life.

LEO PERLIS
NATIONAL DIRECTOR

The ravages of war spare neither old nor young, and these children, their mother and grandmother, resting hopelessly on a roadside in Italy, are beset by hunger and illness. Though the guns have ceased firing in Europe, many lives may still be lost unless help comes from America.

Hunger Stalks Europe

Close upon the heels of V-E the threat of starvation has replaced the threat of bombs. Here is a picture of Europe's need.

The fires have been snuffed out in the Fascist furnaces of death, but a new terror rises across the face of Europe to menace the lives of the surviving millions and blast the world's hope for enduring peace.

The enemy—silent, pitiless, deadly—is hunger.

Against it, the arsenals that crumbled the empire of the Master Race are helpless. They did their work, and did it well, in giving us yesterday's victory.

But food is the weapon with which tomorrow will be won.

"A chaotic and hungry Europe is not fertile ground in which stable, democratic and friendly governments can be reared."

Judge Samuel I. Rosenman, sent abroad by President Roosevelt to survey the situation in war-torn lands, sounded the warning when he returned from his mission and made his report to President Truman.

He found what other official and private agencies have amply corroborated: that the ravages of war have so disorganized agriculture and dislocated the means of transportation that millions face starvation in 1945 and 1946 unless Americans help.

Liberated from their years of slavery, Europe's farmers certainly will be returning to the land from which they were taken by the Nazis. But even so, authorities agree that under the best of circumstances, normal production cannot be expected before 1947. The meaning is clear: food must be imported without delay for the remainder of this year and throughout the next to avert the disaster of famine.

(*Continued on page* 17)

THIS ISSUE OF WAR RELIEF NEWS IS DEVOTED TO A SURVEY OF THE REASONS WHY IT IS IMPORTANT FOR THIS COUNTRY TO MAKE THE SACRIFICES NECESSARY TO FEEDING THE WAR IMPOVERISHED PEOPLES OF OUR ALLIES AND OF SOME OF THE PROBLEMS INVOLVED IN THAT UNDERTAKING.

To Feed Europe

What will you have to give up?

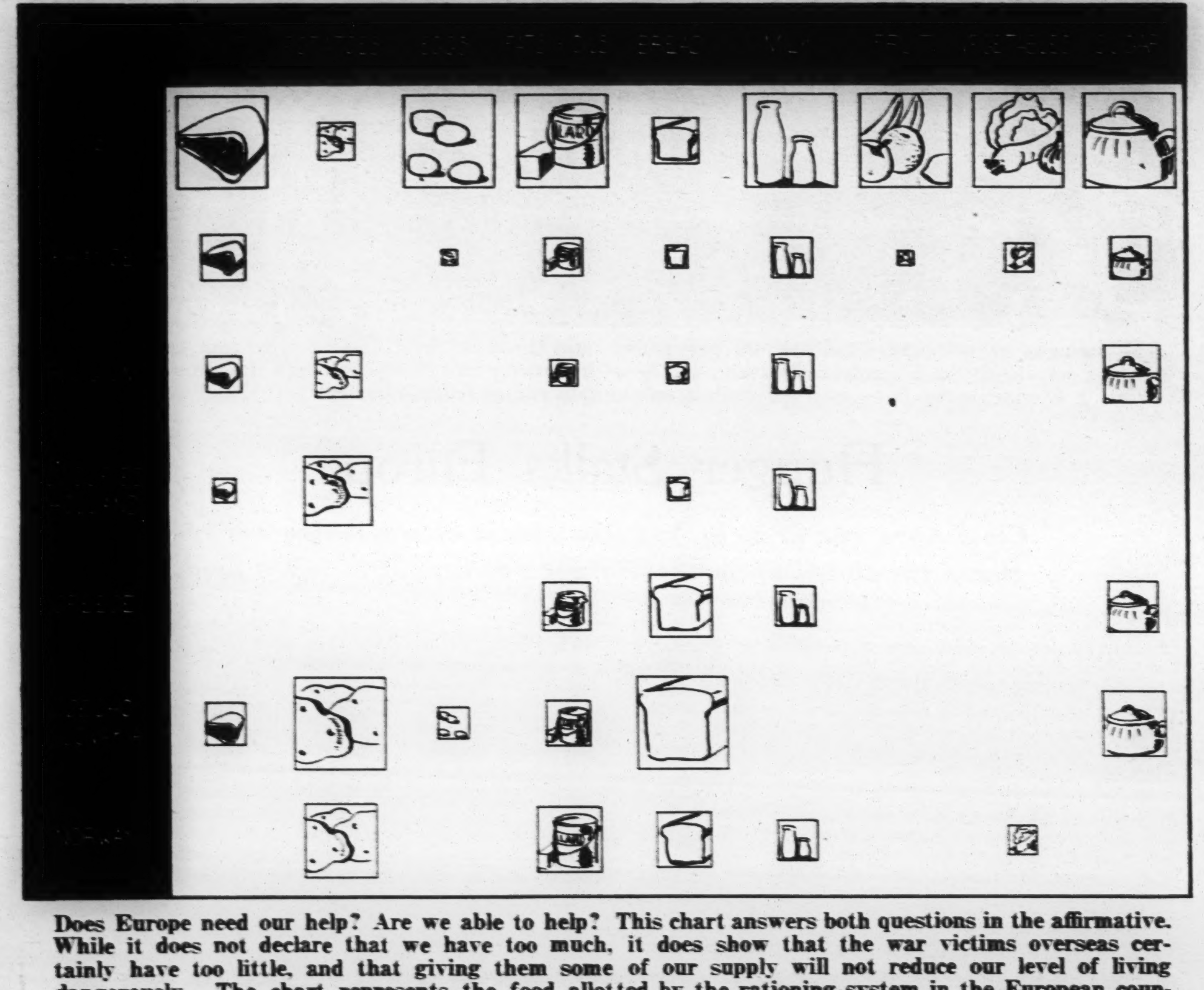
A NATION that has never turned down an appeal for help from a stricken people in any part of the world is not going to abandon a lifelong habit in the face of the worst crisis in history. To the call for the relief of millions of war victims abroad who are hungry, America has already given the characteristic response—"Let's go!" The only question that rises to its lips is:

"How much do they need?"

The most authoritative estimate comes from the United States Department of Agriculture at the conclusion of a survey of the devastated lands. It says that continental Europe will need 12,000,000 tons of imported foods between August of this year and the corresponding month of 1946 to bolster the seriously deficient diets and end the threat of large-scale starvation in liberated areas.

To meet the basic needs of the distressed populations, the department's report adds, the shipments should consist largely of wheat but must also include substantial amounts of fats, meats, eggs, dairy products and sugar. The wheat does not present a serious problem, since supplies are ample to meet the demands. It is the world-wide shortage of the other commodities — the "protective foods" without which the human body sickens and eventually dies—that challenges the generosity of Americans.

Even with the war ended, the recovery of European agriculture to the point where it will again be able to supply a living diet to its people is far in the future. As a matter of fact, the depart-



Does Europe need our help? Are we able to help? This chart answers both questions in the affirmative. While it does not declare that we have too much, it does show that the war victims overseas certainly have too little, and that giving them some of our supply will not reduce our level of living dangerously. The chart represents the food allotted by the rationing system in the European countries, as compared with the amount consumed in America. However, no chart can show the deterioration in quality of war-time food in Europe, nor can it describe the supply shortages which make even the small ration impossible. Throughout Europe, the milk ration is only for children under six; adults receive no milk at all.

ment report points out that production on the continent during the current season is expected to drop from 5 to 10 per cent below last year's level. It will be the lowest point since the outbreak of the war.

250 Million Must Be Helped

This fact lends force to the statement of Leo T. Crowley, Foreign Economic Administrator, that nearly 250,000,000 people in Europe would have to receive supplemental food "just to exist". And he added: "The United States must of necessity be the main source of supply."

The most detailed examination thus far made of the needs of Europe has come, of course, from the United Nations Relief and Rehabilitation Administration, which has been chosen as the agency of the Allies to save the continent from utter collapse under the terrible hammer blows of war.

UNRRA's estimate of the amount of agricultural products necessary to import into Poland, Czechoslovakia, Yugoslavia, Albania, Greece and Italy **during the next six months** amounts to 2,655,730 short tons, divided as follows:

Grains and sugar, 1,457,900 tons; animal feed, non-food products and beverages, 369,700; major protective foods, 520,000; edible fats and oils, 302,000. On the basis of these figures it has been estimated that the need for all the liberated countries of Europe will be: grains and sugar, 2,915,800 tons; animal feed, non-food products and beverages, 739,400; major protective foods, 1,040,000; fats and oils, 605,000, or a total of 5,311,460 tons.

FDR Spurred Action

The problem of feeding liberated Europe was uppermost in the mind of the late President Roosevelt, and shortly before he died he called a Washington conference of representatives of the United States, Great Britain and Canada to examine the subject with a view toward devising a plan of action. On May 1, the conference issued its report declaring that "the problem is not one of charity, but helping to create the conditions in which stable government and a sound economy can be reestablished."

Seeking to determine the actual needs, the conference found that "while conditions vary in different countries and even in different parts of the same country, the hard fact is that in many parts of liberated Europe, consumption levels are deplorably low. Particularly in the cities, the amount of food available provides considerably less than the 2,000 calories a day which are normally regarded as the minimum." It continued:

"Conditions are worse in these countries which are only now being liberated (the conference was held before V-E Day). In Amsterdam and Rotterdam, for instances, conditions are almost indescribable, with large populations existing on one meal a day mainly composed of sugar beets and obtained at

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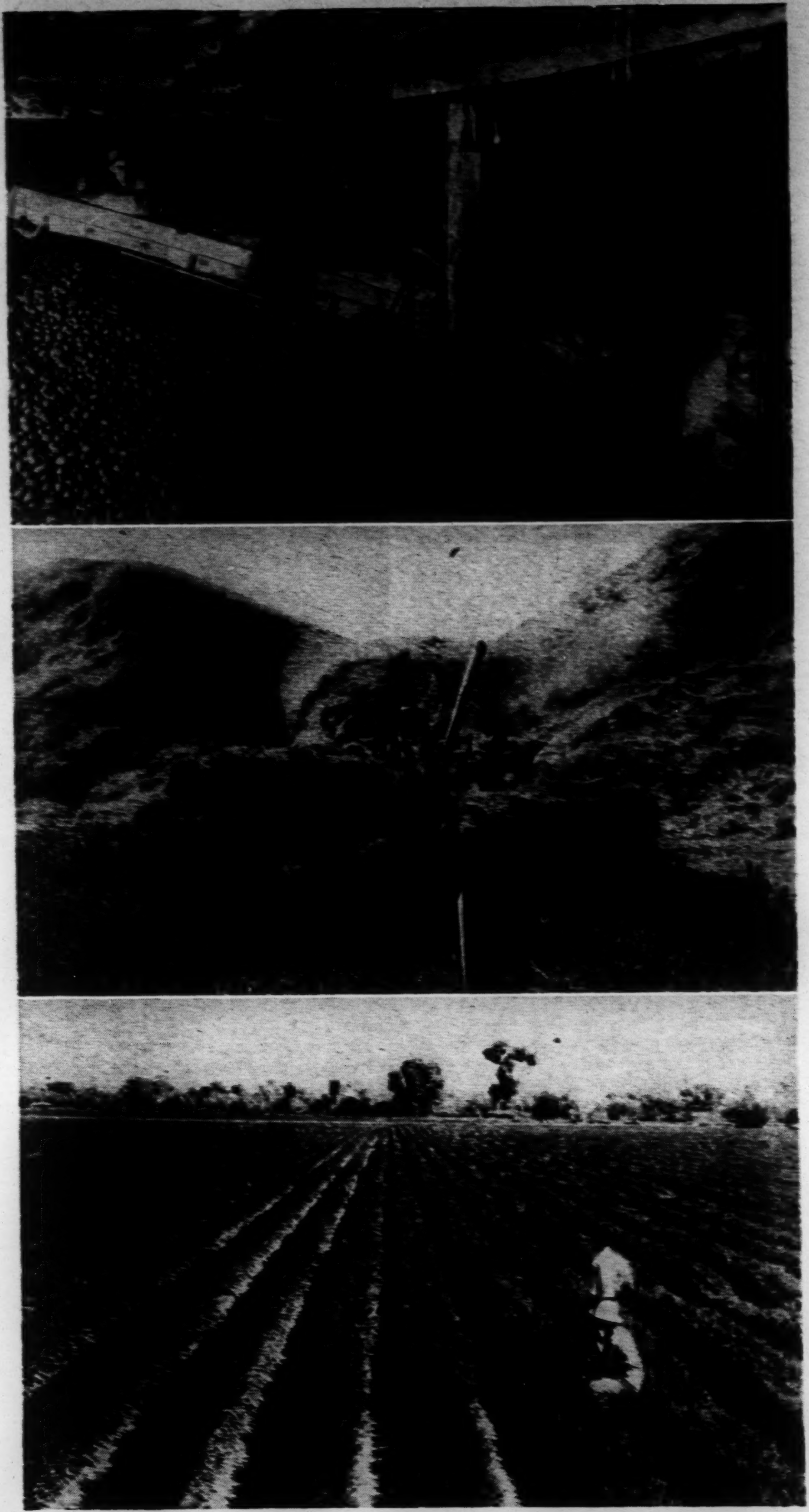


A SMALL PART of America's plenty can help save millions from hunger in the wartorn countries of Europe. The photos show potatoes being stored in Pennsylvania, a bumper wheat crop in Kansas and the rich fields of carrots in Arizona—a mere hint of this country's vast power of production of the things that build strong bodies.

Most Americans Want To Feed Europe

But some still don't . . .

AS the major voices of American public opinion advocate sharing our food with our Allies to prevent starvation and disease in Europe, a few dissenting spokesmen remind us that the task of educating this country to the necessity of international cooperation is not yet finished.

Leaders of national labor, farm, religious and women's organizations have pledged their support to filling the need outlined in the Rosenman report to President Truman, but a recent Gallup poll shows that 27 per cent of the public is still unwilling to take in its belt another notch to prevent hunger among those peoples who bore the greatest weight of Nazi destruction.

A survey of the actual sacrifice in terms of food required of each American in order to aid Europe shows the amount will be negligible, but that sacrifice is still viewed with alarm in some quarters. The reasoning of those who are unwilling to alleviate the burden upon Europe by giving up some small share of America's record food production seems similar to the reasoning of those who complained when they were asked to sacrifice for victory. Their voices are apparently the same voices that were raised in despair at shortages of cigarettes and automobile tires. And again they are flinging at the public the word used in the past to characterize the efforts of those seeking to encourage international understanding. . . .

"Sucker!"

Representative Leonard Allen (Democrat-La.) sounded that familiar motif recently when he said, "We are feeding practically the whole people of the world and I am beginning to wonder if maybe the U. S. is not the biggest sucker."

Two-Pronged Attack

The attack against feeding of those people whose homes, farms, processing mills lay directly before the Nazi drive comes in two manners: there is the obvious "Don't Be a Sucker" approach, and the more subtle: "Let's Feed the Ones We Like." The last is perhaps more destructive than the first in that it implies that this country will utilize bread as an instrument of coercion in its relationship with lands which have had a similar experience during the past five years.

Ex-President Hoover, who has advocated feeding Europe's hungry people, said in a radio address May 16, "The food problem in the liberated nations of Western Europe is so urgent that action must be taken if hungry people are to carry through the next ninety days." At the same time Hoover made it clear that he referred only to the "western liberated countries to which we have full access. That is, Italy, France, Belgium, Holland, Luxembourg, Norway, Denmark, comprising about 100,000,000."

HERBERT LEHMAN
Director of UNRRA

Glaring Omissions

He excluded from his list the countries of Greece, Yugoslavia, Poland, Finland, of Balkan and Eastern Europe where hunger and malnutrition are as serious if not more serious than in the lands he named.

First indications, however, are that the political representatives of the American people realize the necessity of sharing our food production with our Allies. An indication of this sentiment may be found in the vote of the House of Representatives in approving membership of this country in the United Nations Food and Agricultural Organization established by the United Nations Conference on Food and Agriculture in 1943.

The House vote was 291 in approval to 25 opposed to the plan to survey international food requirements and advise on improving methods of production and distribution in world trade. The Senate has not yet voted on the plan.

There is also encouragement in the expressions of national organizations that have gone on record as supporting the pledge of the late President Roosevelt who stated he believed America as a whole would make the necessary sacrifices as a matter of decency to prevent starvation abroad.

Churches Urge Aid

The Federal Council of Churches of Christian America called upon the people of the United States to "make clear their willingness to accept continued rationing and further sacrifices that millions may live." In the resolution adopted by the council's executive committee, it was stated that conditions in some of the liberated countries were now reported to be considerably worse than during the period of German occupation. "The Christian obligation is clear," the statement said. "We should provide an example of voluntary sacrifice at a time when many are unthinkingly preparing for expanded personal expenditures for food and other items."

But Senator Elmer Thomas (D.-Okla.) said in appointing five members of the Agriculture Committee of the Senate to investigate our food shortages, "War workers should not be robbed of an adequate diet so that people of other nations can be fed."

CIO Favors Helping

In making this statement Senator Thomas ignored the policy of the CIO, representing several million war workers, which has made clear its belief in international reciprocity on a basis of working together to achieve freedom from want and insecurity.

Newspaper columnists and editors in large numbers have expressed their belief that it will be necessary for us to help feed Europe even at some cost to ourselves as a matter of obligation.

Ralph McGill, editor of the Atlanta Constitution and member of a commission of newspapermen who recently completed a tour of Allied countries, said:

"If starvation is not prevented in Europe among the peoples of the Allies the repercussions in terms of our efforts to build understanding among the United Nations may be tragic. We cannot permit the people who hold steadfastly through the bitter years of Nazi oppression to fall of hunger and its attendant plagues now that victory is won."

An Opening for Fascism

Marquis Childs in the New York Post stated: "If Europe goes through another winter of hunger and cold then the way will have been prepared for the new fascist line. The Nazi underground will grow. Recruits will be found willing to carry out the next steps—assassination of those who are trying to maintain law and order and rapid extension of the underground organizations which will take many forms. The answer, it seems to me, is to participate with all the resources we can spare in the rehabilitation of Europe. This may mean sacrifices now, but through those sacrifices we may get a long term of security in the world."

Without that participation with our resources which Mr. Childs mentions, the security of all nations is certainly less assured.

Honorable Harry S. Truman, **April 21, 1945**
President of the United States,
The White House,
Washington, D. C.

Dear Mr. President:

We are writing to assure you, as you assume the burdens and responsibilities of guiding this Nation in its international relations, of our earnest support for a generous policy to our allies which can become the basis for a constructive peace.

Most particularly, we want you to know of the desires of our memberships that the United States shall fulfill its promises of food to relieve hunger in the liberated countries. Each of our organizations, through its democratic procedure, has declared itself in support of the United Nations Relief and Rehabilitation Administration.

We have been deeply distressed by the reports that UNRRA has been unable to secure the foods it has sought to buy to supplement starvation diets abroad. Though individuals among us may have been inconvenienced by difficulties in finding the foods we prefer, we all know that we are well fed while the children of our allies are stunted by prolonged malnutrition.

At this time we can find no direct way to express our desire to share our food with the liberated peoples. We must therefore turn to you as the one who can translate this wish into action. For the sake of the future peace and security of this Nation and of the world, we ask you to see to it that our food commitments abroad are faithfully kept.

Very truly yours,

Dr. Kathryn McHale, *General Director, The American Association of University Women*
Edward A. O'Neal, *President, The American Farm Bureau Federation*
William Green, *President, The American Federation of Labor*
Miss Lelia Massey, *Executive Secretary, The American Home Economics Assn.*
Elmer L. Marshall, *President, American Veterans of World War II (AMVETS)*
W. O. Lewis, *General Secretary of the Baptist World Alliance*
Ray Gibbons, *Director, Council for Social Action, The Congregational Christian Churches*
Philip Murray, *President, The Congress of Industrial Organizations*
James G. Patton, *President, The Farmers Union*
Mrs. Dwight W. Morrow, *President, Food for Freedom*
Mrs. La Fell Dickinson, *President, The General Federation of Women's Clubs*
Mrs. Katherine Armatage, *President, The League of Women Shoppers*
Mrs. Henry A. Ingraham, *President, The National Board, Y. M. C. A.*
Miss Elizabeth Magee, *Executive Secretary, The National Consumers League*
Mrs. Joseph M. Welt, *President, The National Council of Jewish Women*
Mrs. Mary McLeod Bethune, *President, The National Council of Negro Women*
Willard E. Givens, *Executive Secretary of the National Education Association*
Miss Margaret A. Hickey, *President, The National Federation of Business and Professional Women*
Clyde Murray, *President, The National Federation of Settlements*
Albert Goss, *President, The National Grange*
Mrs. Margaret F. Stone, *Legislative Chairman, The National Women's Trade Union League*
Mrs. Harper Sibley, *President, The United Council of Church Women*

Is U. S. Giving Up Too Much? Facts Deny It

LITTLE men with big lies on their lips are having a chance to feel important these days. "The United States today feeds Europe—tomorrow the world!" they shout. It's an old trick—as old as "Mein Kampf," from which it is taken.

But the facts these men try to drown have learned how to swim. Cold, hard and impartial, truth has a way of floating to the top in America. Here is the record.

1944—One-quarter of one per cent of America's beef and veal was sent to Europe. Each United States consumer gave up two and one-quarter ounces of meat for the year—just about one meatball.

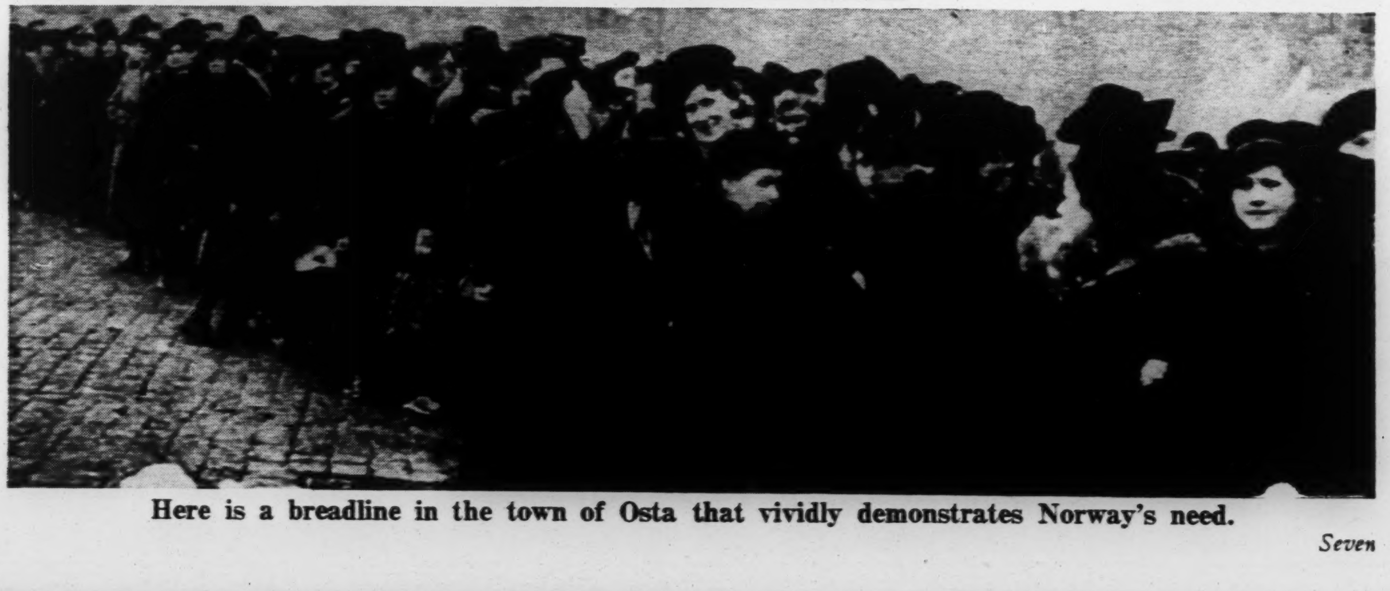
Every United Nation pledged one per cent of its national income to support UNRRA.

1945—So far, the United States has given NO meat to UNRRA and only one and one-half per cent of the total food promised.

The United States has given UNRRA approximately one-third the amount of money it pledged. Britain and Canada have fulfilled their promises.

EUROPE'S millions have been liberated from the Nazi oppressor, but another tyrant still holds them—hunger. Europe will not be really free until the pinched faces and gaunt limbs of famine victims disappear from her streets. Europe needs food desperately. If we meant it when we talked of the war of liberation, the war for freedom and democracy, then we must finish the job we started. Food, which can win the war, can also lose the peace. The choice is up to us.

Emil Rieve, President
Textile Workers Union



Here is a breadline in the town of Osta that vividly demonstrates Norway's need.

Allies' Relief Agencies

THROUGH the years of Nazi occupation of Europe, the foreign relief organizations of the Hitler-dominated lands have maintained in the United States the remaining outposts of Democracy which have helped keep America in touch with those who remained behind to fight the foe underground.

Through their connections with the governments in exile of the fallen nations of France, Holland, Belgium, Greece, Czechoslovakia and others, the relief organizations have maintained channels through which succor for the victims of the Nazis might be siphoned into Europe. Often this help has been only a trickle in comparison with the total need, but that trickle has maintained life and hope among the oppressed and invaded peoples of the agencies' respective countries.

With victory in Europe the foreign relief organizations of the liberated allied countries face their biggest task: the task of gathering funds and material that their people will use in rebuilding from the devastation of war. The experience gained by them in the war period will be invaluable for it has taught them to overcome the problems imposed by limited shipping facilities, by compressing nourishment into the smallest possible packages, and by improvising to meet changing situations.

The following brief summary indicates the field of operations of the foreign relief agencies and gives a summary of some of their activities.

Belgium War Relief Society

The Belgium War Relief Society Inc., since its inception in January, has shipped to Belgium 7,150 pounds of dehydrated stew and soups, 6,000 ten-ounce cans of powdered orange juice, 24,000 pounds of powdered milk and 130 million assorted tablets of vitamins, yeast, liver and iron.

The total tonnage of food, only a drop in Belgium's empty food bucket, is considered a starting figure of a new organization. In the past most of their shipping space has been allotted to clothing, but plans for the future give food top priority in relief drives for Belgium.

American Relief for Czechoslovakia

American Relief for Czechoslovakia Inc., unable to make shipments to occupied portions of Czechoslovakia, sent food to Czechoslovak nationals in Russia, Spain, North Africa, England and Palestine during the war years. Now shipments are being prepared for the liberated country.

The Czechoslovak government and trade unions, moving in with the Allied armies, established themselves as fast as parts of their country were liberated. They are now doing everything in their power to help themselves. But until the advent of complete liberation, Germany had been extracting 500,000 to 600,000 tons of food annually from helpless Czechoslovakia. Her need for fats, in common with other European countries, is great and the full extent from earth-scorching is yet to be determined.

American Relief for France

American Relief for France Inc. has sent about 225,000 pounds of food in the period from October 1944 to April 1945 to be distributed in the heavily populated industrial areas of France. The food consists mainly of baby food, dehydrated foods, and powdered milk.

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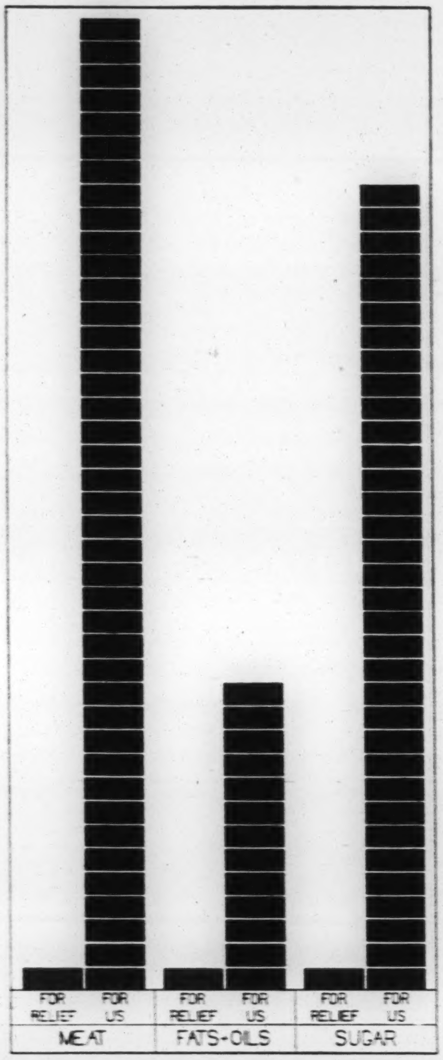


Can we plead that feeding Europe will leave us hungry? This chart says no. For every pound of meat that UNRRA is asking for Europe, 41 pounds will stay in this country. We will scarcely notice the loss of the food sent overseas, and the value in terms of human lives it will salvage is unmeasurable.

ENDORSEMENTS

MANY sections of liberated Europe, ironically enough, have less food today under Allied rule than when they were occupied by the Nazis. We understand this is a temporary condition, but it is more difficult for men who see their wives and children hungry to accept logic for bread. In the frictions and angers which arise from hunger and misery lie a danger to the lasting peace which all men of good will must want to build out of the ruins of war. It is, therefore, realistic policy on the part of the American people to make some small sacrifice of our own food supplies to help the peoples of Europe in their struggle back to security and freefrom from want.

John Brophy, Director
Industrial Union Councils

EUROPE is starving. Six years of war have laid waste her fields and decimated her flocks. Unless we send food, and quickly, famine and disease will finish the job the Nazis began. Our interest in the welfare of the European people is more than humanitarian. Judge Rosenman's warning that "a chaotic and hungry Europe is not fertile ground in which stable, democratic and friendly governments can be reared" cannot be disregarded. If we do not want to imperil all that this war was fought for, we must sacrifice a little to insure peace and prosperity around the world.

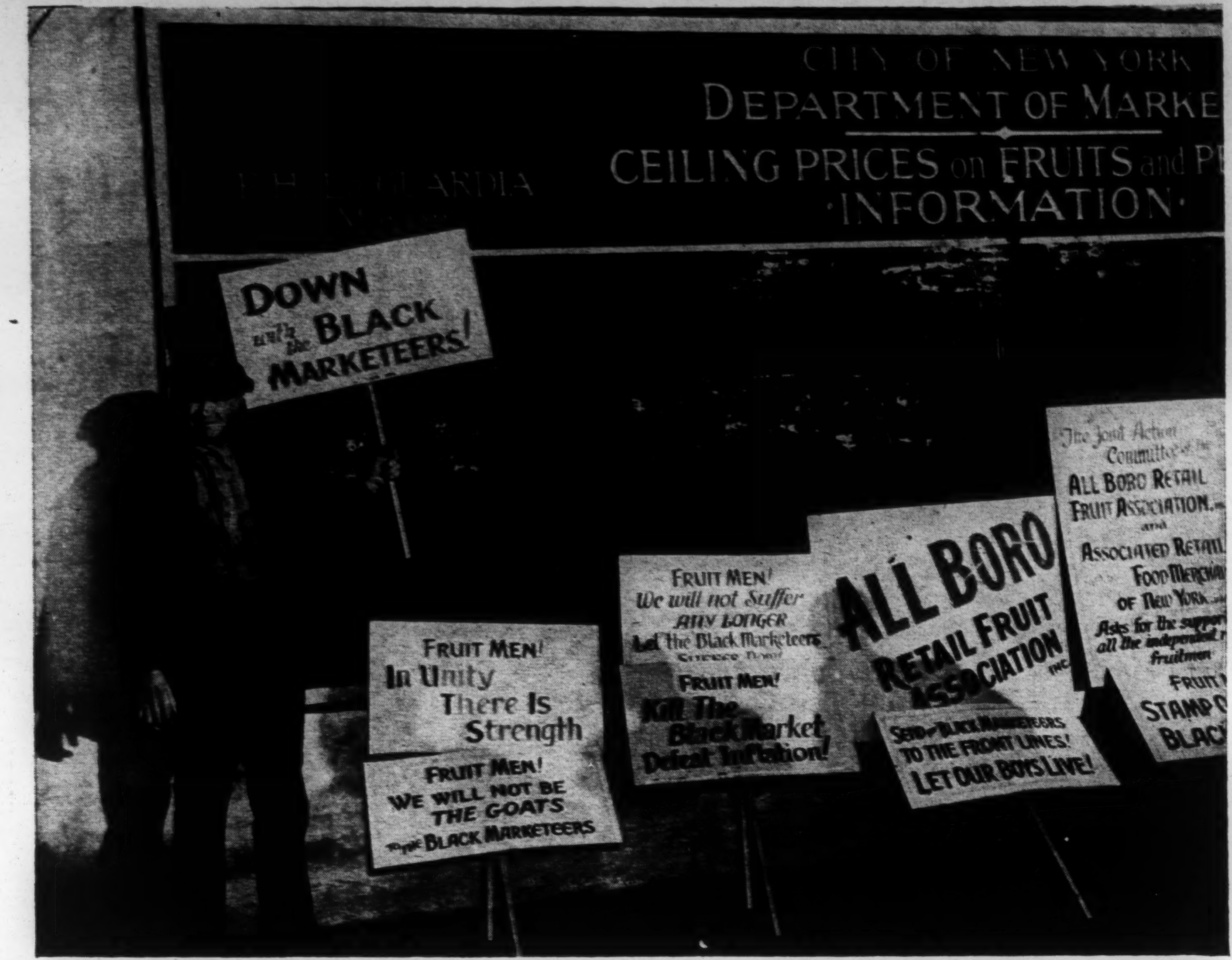
R. J. Thomas, President
United Automobile Workers

THE gift of freedom, bought with the blood of our fighting men, must not now be lost. And we can lose it by turning our backs to the European needy who face the task of rebuilding their devastated countries. Are these countries to be rebuilt after the pattern of fascism or liberty? The choice is ours. Material support to Europe means a world free of fascism for our children.

Joseph Curran, President
National Maritime Union

"FREEDOM from want" is not merely a phrase made to order for campaign posters. CIO men and women know it is the basic foundation upon which houses of liberty must be built. Therefore, I urge all Americans who are fighting for the causes of liberty—on the battlefield and on the home front—to favor all measures for feeding our European brothers, so that they may build their countries in reflection of the free spirit of man.

Sidney Hillman, President
Amalgamated Clothing Workers


CITY OF NEW YORK
DEPARTMENT OF MARKE
CEILING PRICES on FRUITS and P
·INFORMATION·
DOWN with the BLACK MARKETEERS!
FRUIT MEN! In Unity There Is Strength
FRUIT MEN! WE WILL NOT BE THE GOATS for the BLACK MARKETEERS
FRUIT MEN! We will not Suffer ANY LONGER Let the Black Marketeers
FRUIT MEN! Kill The Black Market Defeat Inflation!
ALL BORO RETAIL FRUIT ASSOCIATION INC
SEND the BLACK MARKETEERS TO THE FRONT LINES! LET OUR BOYS LIVE!
The Joint Action Committee of the ALL BORO RETAIL FRUIT ASSOCIATION, Inc. and ASSOCIATED RETAIL FOOD MERCHA OF NEW YORK Asks for the suppo all the independent r fruitmen
FRUIT STAMP O BLACK

How much food the black market steals from the tables of America's average families is anybody's guess, but there is no denying that the "take" is enormous. And not only does this upset the balance of our domestic economy, but it stands in the way of adequately helping hungry millions abroad. This photo shows a protest demonstration recently staged by New York retail fruit dealers who charged wholesalers with refusing to sell them staple supplies unless they bought other products for which there was no demand and thus artificially creating shortages of the fruits and vegetables needed by the public.

Blackball Black Markets

If you want food control to help our Allies.

WHILE the statesmen who assembled at San Francisco work to build an enduring structure of world peace, the basis of that peace is menaced by an enemy here at home—the black market. Food, which can win the war, can also lose the peace.

Reports from the War Food Administration and the headlines in newspapers indicate the extent to which black markets are threatening the control and planning of our food distribution. That control and planning is essential to allocating a share of the supplies in our national larder to aid Europe, where famine and disease are as much a threat to life as the nest of rocket bombs that have been finally grounded.

The task of removing the economic insecurity, of achieving a closer ratio between "have" and "have not" nations, which is necessary to establishment of any lasting peace, looms well nigh insurmountable unless the peoples of Europe can be aided with food in the period during which they will reconstruct their mills and processing plants and bring in new crops. From the disparities between the earth's bounties enjoyed by one nation as compared with another, there have, in the past, arisen many of the frictions and jealousies that contributed to warfare that leaves all poorer.

The extent of the sacrifice that must be made by the American people in sharing with our allies some part of our total food stocks will be determined in large degree by the extent of the black market. Those food products which disappear into subterranean channels are obviously uncontrolled; the fraction allotted for export to hungry Europe will not apply to them. Therefore as the volume of black market handled foods

(*Continued on page* 18)

Here Are Europe's Hungry

[illegible] reflected in the faces of these Neapolitans is [illegible] bread-selling [illegible] bread made available to them in three [illegible]. The man in the center [illegible] the milling crowd. A woman in the [illegible]. The bread was baked from the first shipment of American flour received in [illegible] from the ravages of malnutrition.

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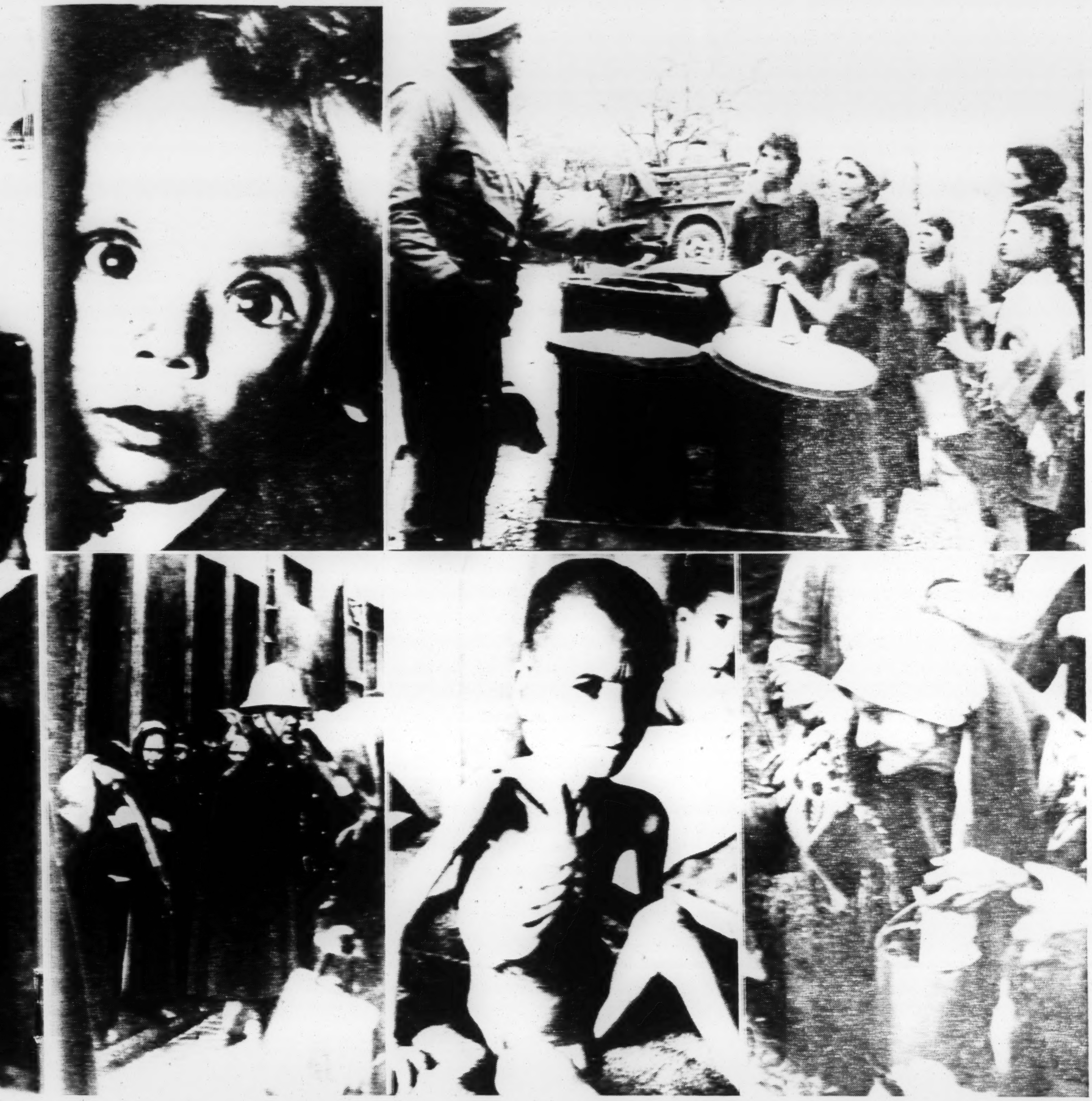
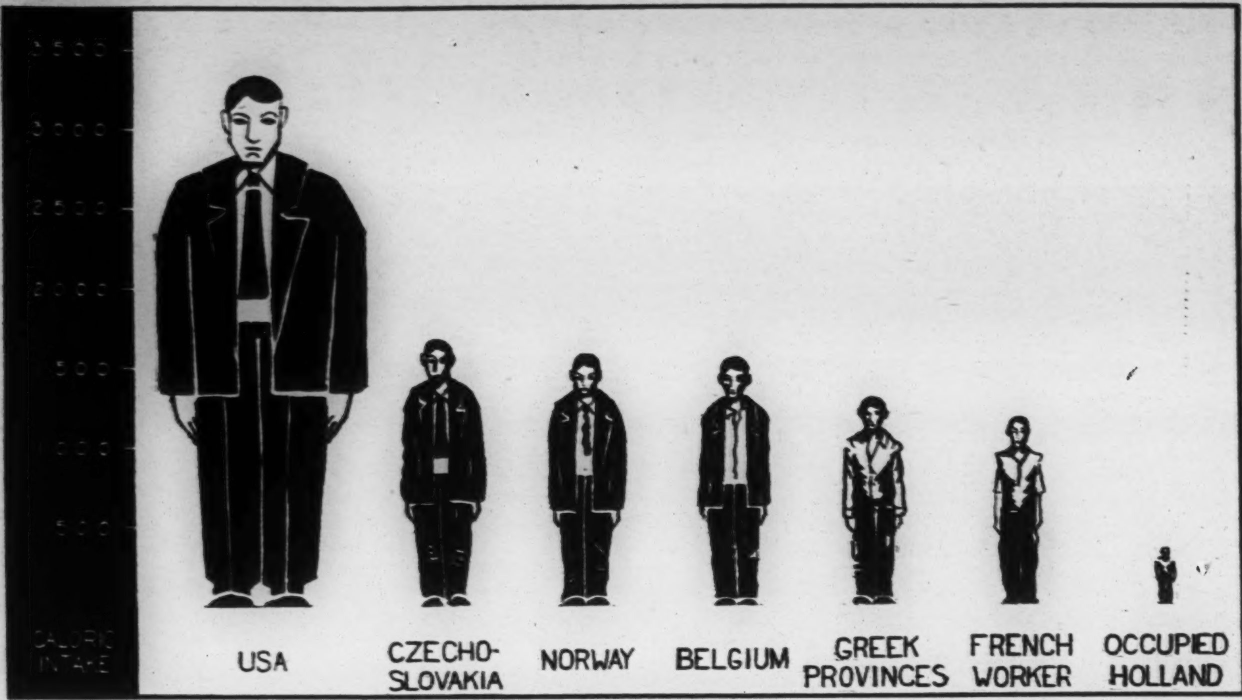


From all over Europe comes the same story — and behind the [illegible] the Fascist armies [illegible] been [illegible] [illegible] shows [illegible] the effects of hunger [illegible]



Calories are cold mathematical symbols, but they represent the energy which a man must receive every day if he is to live. The average person on the continent of Europe today does not get enough calories in his food for a minimum standard of health. He eats occasionally, but the strongest grow weaker every day, and the diseases which follow malnutrition are spreading. This chart shows that the average American receives more than 3,000 calories a day, while even the citizens of the best fed European country gets well under the minumum health requirement of 2,650. Occupied Holland's average caloric intake is the equivalent of three or four slices of bread a day.

UNRRA Ready To Roll

With victory UNRRA takes on the job for which it was designed.

UNRRA—the United Relief and Rehabilitation Administration which represents the 44 members of the United Nations—will be one of the most important if not the most important factor in the solution of immediate postwar relief problems of Europe.

As such, a survey of its policies and plans for administering relief to the hungry and destitute of our Allies is of immediate interest. More than that, UNRRA has implications in regard to the whole future of international cooperation for it is the first United Nations organization growing out of the present conflict, whose specific purpose is to plan for peace. UNRRA may well blaze the path other international organizations will follow in working together toward a common goal.

It is therefore of first importance that UNRRA's undertakings in the field of relief and rehabilitation of war devastated Europe following the surrender of Germany set a standard of success. Canada's Prime Minister Mackenzie King has stated most concisely the ideals embodied in the organization of UNRRA:

"UNRRA represents the growing cooperative activity of many nations. We are members of one another. The doctrine of mutual aid is the antisthesis of the doctrine of force. . ."

Such an ideal should not be unacceptable to any international organization formed for the common good of all its members and therefore the eyes of the world are upon UNRRA as it enters the period when it will seek to perform the function for which it was established.

Why It Was Formed

UNRRA was established by the member nations of the United Nations at Atlantic City to "plan, coordinate, administer or arrange for the administration of measures for the relief of victims of war in any area under the control of the United Nations through the provision of food, fuel, clothing, shelter and other basic necessities, medical and essential services; and to facilitate in such areas, so far as necessary to the adequate provision of relief, the production and transportation of these articles and the furnishings of these services.

"The form of the activities of the Administration within the territory of a government wherein the government exercises administrative authority and the responsibility to be assumed by the member government for carrying out measures planned by the Administration therein shall be determined after consultation and with the consent of the member government."

In telling what UNRRA is, however, it is pertinent in the light of much misinformation about the organization to state what it is not. UNRRA is **not** American dominated although a good portion of its funds come from the United States. It is an instrument of all the 44 United Nations with one representative of each on its board of directors and former Governor Herbert H. Lehman of New York has become an international servant as its director.

Peace-Time Agency

Neither was UNRRA originally conceived as an agency that would do a war-time job. Criticism which has been directed at the organization for having performed inadequately in the past, is answered by UNRRA representatives by quoting from its charter which distinctly defines it as a postwar project. It was in response to the urgent request of military authorities for assistance that UNRRA took on the emergency task of bringing

(*Continued on page* 16)

Ships Are Rationed Too

The task of moving men from Europe to the Pacific is the first one before our maritime officers . . . food comes next.

HOW to convey our food surpluses across the Atlantic to Continental ports is the most difficult single problem facing us in providing maximum possible relief for the hunger-haunted peoples of Europe.

Regardless of how high the stockpiles of food may mount in our warehouses and on docks, the victims of Nazi aggression will not reap the benefit of the approximately 12,000,000 tons of foostuffs calculated as necessary for the coming year unless this problem is solved.

The survivors of six years of Nazi misrule and deliberate deprivation will not taste the full fruit of Allied victory until they taste the bread, meat, sugar, butter and other provisions which ships of the United Nations make available to them.

The magnitude of the task involved may be gauged by the fact that on the basis of last year's cargo movements, not less than 1,560 sailings and 130 standard cargo vessels will be needed to meet the challenge of Europe's empty kitchens for the year 1945-46. This is the minimum estimate under the most favorable circumstances, such as sufficient freight car space being available for transporting the products of farms from the interior of the country to Atlantic Coast harbors, highest loading priorities, direct sailings to English and French ports, and prompt unloading at the docks on arrival.

The job of transporting relief items in the amounts needed poses an especially complex problem of logistics in view of the fact that food relief to Europe must bow before the claims of the war in the Pacific. Military leaders, however, have a full appreciation of the urgency of the need. Thus, Major General Charles P. Gross, Army Service Forces' Chief of Transportation recently declared that because of the European situation, priorities on food supplies would be given first place, subject only to the war needs of our operations against Japan.

President Truman announced more recently that food shipments to Europe would get to priorities second only to military and essential domestic needs. The Rosenman report on northwestern Europe has made it plain that the acuteness of the food problem requires a maximum effort at supplying the bare necessities of life to prevent mass starvation and imminent chaos.

Priority For Fighting Men

Since military considerations are the greatest single obstacle to the use of available shipping for relief purposes, it may be of interest to note what they imply in the way of prior shipping claims. First, 1,500,000 American servicemen will be permanently mustered out of the Armed Forces, from the Pacific as well as the European theaters of war, top shipping priority being given to the wounded. The bulk of our fighting men, however, will not be released but eventually transferred for combat duty in the Far East.

Military units designated for redeployment, as this operation is technically known, are first given a preliminary rest so that the men may be built up physically, mentally, and morally for the grim Pacific task ahead. They will bask, some of them on the sunny Riviera, getting the best of everything, including ample recreational supplies and facilities. Equipment earmarked for use in Europe which had either not been used at all or only partly used will be readied for employment in the Far Eastern campaigns. According to ASF Chief, General Brehon Somervell, there is reasonable hope that approximately 75 percent of worn or damaged material can be salvaged for shipping to Far East bases.

The long sea-routes over which our men and material will have to be transported will vary. Some vessels will bring their cargoes from ports like Antwerp to the Isthmus of Panama and thence to Manila or Okinawa. Other ships will transport troops direct to the United States for a 30-day furlough. After 45 days of retraining, they will then sail from West Coast harbors to an unknown destination. There the GIs will get additional training in fighting the Jap on his own terrain. Finally, the trained and battle-seasoned GIs will be ready to go "up forward' for direct action against the enemy. This will claim more shipping.

Face Complex Problems

It is 6,200 nautical miles from San Francisco to Manila in the Philippines, and 1,650 more miles from there to Tokyo. Every can of "C" rations, every weapon of war, every ounce of blood plasma must be transported across an oceanic immensity. The job of military transport alone will involve complex problems of shipping allocation.

Yet, despite this global jig-saw puzzle of ships, men, food, and fighting material,

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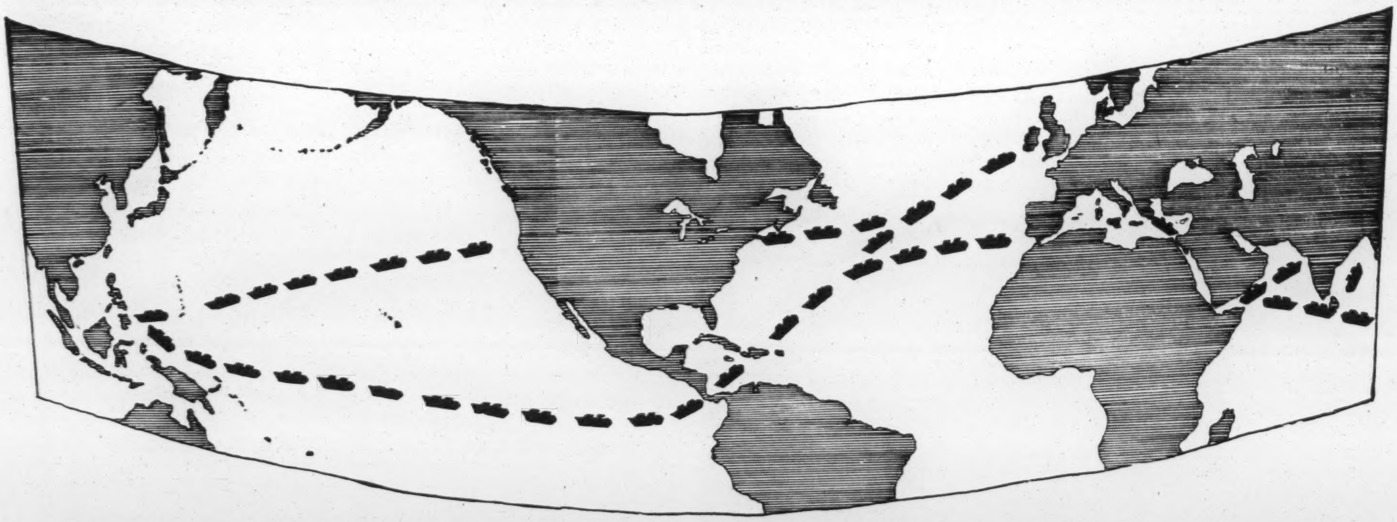
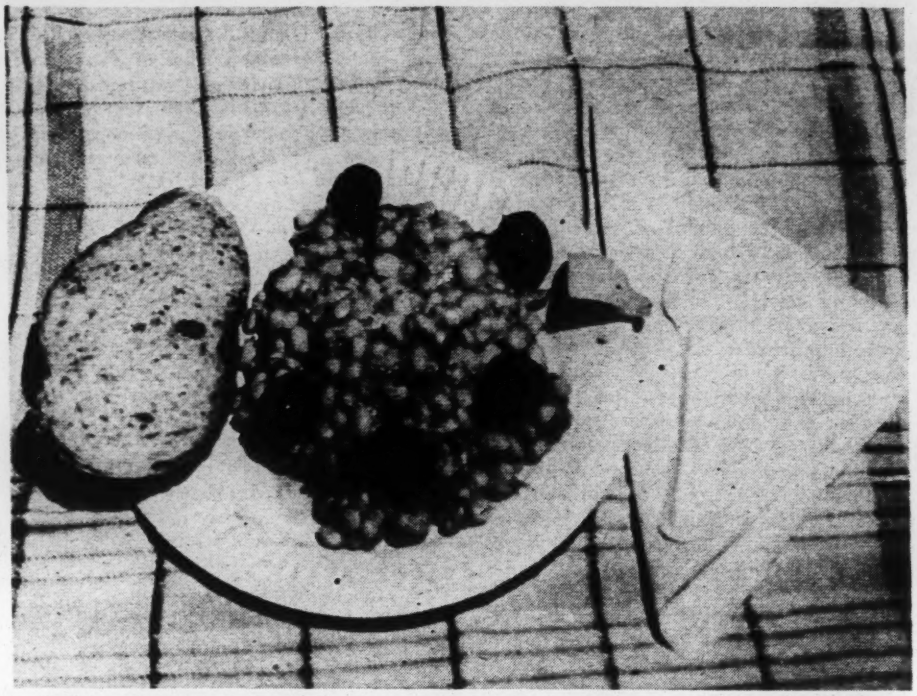


What makes the problem of getting the ships needed to carry food to Europe's war victim such a knotty one is sharply illustrated by this map. It shows that far from releasing tonnage for relief purposes, the end of the European war means simply that the ships will be used for rushing men and materials half way across the world to clinch the victory in the Pacific. But the many agencies planning to carry help across the Atlantic hope for a solution that will save many lives there without impeding the progress of the war in the East.

Hold The Line

Rationing controls are necessary to building enduring peace.



THIS "SPARTAN MEAL" was served at the opening of a Greek War Relief Association campaign in New York to remind the guests of conditions in famine-stricken Greece. It consists of a plate of beans, five olives and a piece of bread. This is hardly a life-sustaining diet, yet many of Greece's war victims have even less and look to Americans for help.

TWO basic controls on the home front have been largely responsible for the fact that the servicemen of the United States have been the best-fed in the world and that despite the vast military requirements of a global war, the American people have consumed more food during this period of work and sacrifice than they ever did in peacetime. These broad supports of our food economy are rationing and price control.

Without them our men in uniform would have gone without the abundant foodstocks made available to them by our agricultural production; the civilian population would not have shared in the supply on hand; certain sections of the country would have suffered complete neglect. Furthermore, our Allies would have been forced to undergo even greater hardships than they did, and the relief needs of devastated Europe would not currently be receiving any consideration whatsoever... Food relief to Europe is seriously dependent on the most efficient control and distribution of our available stocks at home.

The Truth About Rationing

In view of the fact that rationing has often suffered from a great deal of uninformed and even mischievous criticism, it is desirable to recall that rationing and price control were instituted by our representatives in Congress to protect the interests of the people themselves. Just as a thrifty housewife allots certain portions of a limited income for definite needs, so the nation has had to make certain allocations and plans to get the fullest possible value out of the food supplies made available by climbing production levels — so much for military requirements, so much for domestic needs, lend-lease, and, lastly, food relief to Europe.

Through the Second War Powers Act, Congress delegated to the President the authority to ration our food. This function was then assigned by him to the War Food Administration which centralized the formulation of actual procedures and specific policies in the Office of Price Administration.

Not only did the OPA receive power to carry out general directives to ration, but through the Emergency Price Control Act of 1942, it was authorized to control prices. Unless price ceilings were placed on certain essential commodities, the right of every citizen to share equally in the consumption of these goods would have been gravely imperilled by soaring prices. Rationing and price control power were reinforced by subsequent Executive Orders under the Stabilization Acts of 1942 and 1944, respectively.

The rationing program for the civilian population is administered by local boards within the local communities. These "Committees of Neighbors" are known as War Price and Rationing Boards. There were 5,578 such boards serving the entire country as of February this year.

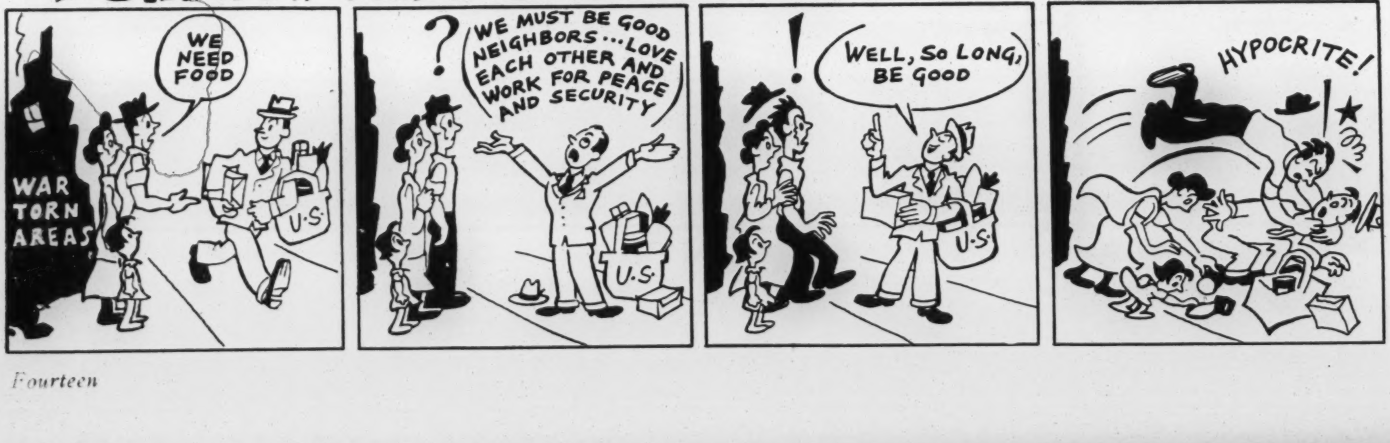
On these boards were 119,788 volunteer workers as compared with 35,448 paid employees. The members are purposely drawn from all walks of life, including farmers, merchants, lawyers, plumbers, teachers, housewives, nurses, factory workers, etc. The American people are thus facing their own food budgeting problem through their own representatives nationally, regionally, and locally.

How it Works

Rationing attempts to create a balance between the demand and the available supply. This is effected through the point or coupon system. When anticipated supplies for a given period are relatively ample, the number of points required for a given amount is reduced. If, on the

(*Continued on page* 18)

The Shadow and The Substance — By Frank Hanley


WAR TORN AREAS
WE NEED FOOD
U.S.
?
WE MUST BE GOOD NEIGHBORS...LOVE EACH OTHER AND WORK FOR PEACE AND SECURITY
U.S.
!
WELL, SO LONG, BE GOOD
U.S.
HYPOCRITE!

How Much Must We Give To Feed Europe's Hungry?

(*Continued from page* 5)

EUROPE'S CHILDREN are hardest hit by the lack of sufficient quantities of the kind of foods that build strong bodies and prepare future citizens for the tasks ahead.

soup kitchens. These people are getting no more than 450 to 500 calories a day, which means slow death.

Better, But Not Good Enough

"In other countries which were liberated earlier, conditions have improved, but supplies are still inadequate. In Belgium and liberated Holland, for instance, the ration now gives 1,700 to 1,800 calories a day, while in Athens the target of 2,000 calories a day is now closely approached.

"A level of 2,000 calories is, however, no more than an emergency level, insufficient to maintain a working population. At such a level it is not possible for a liberated people to engage upon the task of rebuilding their agriculture and industry. Experience in this war has proved that a much higher level of nutrition is required for the civilian populations who have borne the brunt of war production. In the United States, for instance, the average level of civilian consumption in 1944 was 3,367 calories a day. In Canada it was 3,435; in Britain, 2,923. People engaged in heavy work in these countries consume in excess of 4,000 calories a day.

"The United Nations are devoted to the task of tackling the food situation confronting the liberated areas in a realistic and practical manner. The task is to get the food to the people who need it and to supply them as quickly as possible with the transportation equipment, the fuel, fertilizers, the feeding-stuffs and other things which they require in order to get their agriculture going again. The sooner this can be done, the sooner they will be able to return to healthful living and assume their normal place in the economic life of the world. Many of the liberated countries, including France, Belgium and the Netherlands, will be paying for the supplies which are made available to them. Other countries without funds to buy necessary food supplies must be financed by UNRRA.

Hurdles In The Path

"Meanwhile the need to supply sufficient food to tide over immediate difficulties is urgent. Some supplies have been sent, the greater part consisting of wheat and flour. The problem of these two commodities is not one of shortage. The job is not only to find the ships to take the wheat across the Atlantic, but to take the wheat to the ports, and then to help the transport systems of the liberated areas with equipment and fuel so that they can get the wheat to the urban areas where it is most needed.

"Some part of the liberated area requirements consist of commodities in particularly short supply, like meat, fats and oils and sugar. They represent the most difficult part of the problem which the conference has faced.

"Each of the three Governments concerned is now considering, in the light of their detailed examination of the facts, such measures as will enable it to make its appropriate contribution to the common problems which the conference considered.

"There is now agreement on the facts, but much remains to be done. Full consultation with other governments of the United Nations as to their needs and resources will take place, so that all may cooperate in the restoration of a sound and healthy life in the countries liberated from the enemy by the victorious advances of the Allied armies."

CIO men and women have worked for freedom and democracy on the production line during the war period, but the job will not be finished when the final peace comes. A shattered Europe must be rebuilt—its people as well as its towns. Years of Nazi oppression and looting have robbed the fields and granaries; forced labor on short rations has brought millions close to starvation. No American can refuse to give some measure of help to those who have fought with us for so long. The sacrifice necessary for us to feed Europe is infinitesimal compared to the relief it will bring to the war-wasted millions.

John Green, President
Industrial Union of Marine
and Shipbuilding Workers

Shipping Poses Tough Problem

(*Continued from page* 13)

there is basis for expecting a gradual improvement in the situation so far as available shipping for relief supplies to Europe is concerned. The anticipated abandonment of the convoy system in the Atlantic will itself increase the efficiency of each vessel as much as 30 percent. It has been suggested that the ships of other United Nations may assume some of the burden of transportation.

There will be no cutback in the over-all shipbuilding program of the United States until 1946 at the earliest. Three ships a week are being launched and more are in prospect. The U. S. Maritime Commission and the National Maritime Union agree that production must increase. The challenge to government, management, and labor has not diminished in the slightest since V-E Day. It is just as pressing now as when the Japanese first loosed their treacherous bombs on the U. S. Fleet at Pearl Harbor nearly four years ago.

The tremendous requirement of food and shipping, greater than anything known in the prewar era, has been further augmented by the existence of a crippled transportation system in Europe. The deadly effectiveness of American and British air power over Europe was a tremendous asset in paralyzing the enemy's supply systems; the liberation of Europe, however, has thrown into a different light the destruction wrought on docks, rail centers and other lines of communication.

UNRRA's Vast Assignment

(*Continued from page* 12)

food to Europe's hungry under battle conditions and long before its organization was completed.

Under these "rush order" conditions UNRRA has admittedly run into difficulties. There have been times when precious food cargoes have remained stacked on American docks for lack of shipping space. Even with the greatest shipping pool in history at their command the logistics of fighting two wars at different ends of the globe have made impossible, with few exceptions, handling of any but essential military cargoes naval and military officers have insisted.

Lacking in Ships

Roy F. Hendrickson, deputy director general of UNRRA recently told Washington newspaper men he was "definitely dissapointed" in the small amount of shipping space hitherto reserved for the relief organization. UNRRA has no vessels of its own and all of its shipments so far have been made in military vessels on a partial allotment basis. Unable to gain priority necessary to allocate 20 ships a month to deliver some 150,000 tons of relief supplies to Europe, UNRRA now hopes the American-British Combined Shipping Adjustment Board, which controlls Allied shipping, will revise its policy and allow more cargo space for relief goods.

The work of UNRRA has admittedly run into delays caused by the amount of dealing with 44 sovereign powers UNRRA's operating funds came slowly — even the United States took nine months to appropriate the 60 per cent of its quota and tied strings to 45 per cent of that. So far, some 30 non-invaded countries have set aside $1,800,000,000 to UNRRA's account. The goal exceeds $2,000,000,000. Actual expenditures by UNRRA have been small although large sums have been earmarked for special purposes.

Another Complication

Another limiting factor in UNRRA's operations is that 90 per cent of each country's contributions to the funds of the organization must be spent on supplies of that country. This means shopping in 30 odd countries, each suffering war-time shortages, and equally anxious to get rid of war accumulated surpluses. For goods in short supply UNRRA must turn to the U.S.-British-Canadian combined board and compete with the needs of the military, civilian, and export claimants at the national level in each country.

The work of UNRRA is going on around — or through — the red tape however, and Governor Lehman is making every effort to carry out UNRRA's policy of distributing relief without regard for political implications, race, color or creed among the United Nations. It appears that he is willing to make reasonable compromises to achieve the ultimate objective of getting help to those who need it.

An UNRRA mission is doing valuable work in Yugoslavia, and Czechoslovakia and Poland have invited UNRRA aid. In the latter case means of delivering the goods were lacking but a few tons of medical aid were flown to Moscow from Britain and assured transport to eastern Czechoslovakia. Following a Soviet invitation to use the ports of Galati and Constanta, in Rumania, UNRRA shipped enough medical units to supply 100,000 people for one month with complete hospital setups, including X-ray equipment and mobile medical-aid units. These will be used by Czech medical missions in the field and UNRRA observers will follow the work in Czechoslovakia and in Poland.

Ready To Roll

With V-E day UNRRA faces its greatest task of course and already it is ready to roll. Recently, shortly before the end of hostilities in Europe, was asked by supreme headquarters of the Allied Expeditionary Forces to send 1,200 workers to staff 100 refugee centers in Germany. Before UNRRA had caught its breath SHAEF boosted the ante to 450 centers which will call for between 4,500 and 6,000 workers. Other demands that, with German surrender, will be made upon the organization are equally acute.

UNRRA has asked for 395,000 tons of food for a three months period in 1945 to supplement the existing food resources of about 60,000,000 war victims. The amount of this quantity in contrast to supplies remaining in America's larder will be small. For every pound of food Americans are being asked to give up, they will reserve 60 pounds for home consumption. UNRRA to date has shipped no meat overseas from the United States and its present request of meat for Europe would take from us less than 1½ lbs. per person this year.

With the overcoming of the problem of shipping space, yet another problem meets UNRRA in its relief work: the job of finding means of distribution in Europe where often railway lines are still broken by the bombs dropped during battle. During the last days of the war too the Nazis in many places systematically destroyed other means of transportation, even carts and wagons. Thus the task of getting the food distributed throughout Europe is a large one and though assistance will be given by the army occupational forces, the army has its problems too.

The Way Back

UNRRA's problems in Europe are not lessened either by the fact that millions of the population of that continent are now in the midst of an exodus that staggers the imagination — men, women and children, displaced persons in the descriptive terms of the relief organizations, are trudging wearily back along the way to former homes. In many cases they are walking these miles toward a home that does not in fact any longer exist, homes that are victims of war.

UNRRA intelligence, working closely with military intelligence, has estimated that between twelve and fifteen million European civilians have been taken from their homes, most of them "slave labor" victims of Nazi oppression. The bulk of these are French, Russians, Norwegians, and Poles, held in bondage through the years of Nazi power, and now understandably eager to return home and begin rebuilding their lives in freedom.

However, the problem presented by this army of freedom returning home is one of UNRRA's biggest jobs. To meet it UNRRA, in cooperation with the Supreme Headquarters of the Allied Expeditionary Forces has set up a series of assembly centers. These centers will provide food and housing to displaced persons until they can be transported toward their homes in an orderly manner. The food used by the centers will be supplied by the Army and UNRRA's role is that of administrator. It hopes that the centers will help to avoid the incalculable taxation of depleted food supplies by the wandering armies of travelers that could, if uncontrolled, play havoc with Europe's food stocks.

Also operating in Europe are UNRRA's medical teams, composed of doctors and nurses, who will give aid to victims of diseases attendant upon hunger and malnutrition. These teams will save lives otherwise lost by giving prompt and expert attention to the cases that arise, but obviously their work is supplemental and of emergency nature in relationship to the preventive medicine of nourishing dehabilitated people.

Projects of a longer term nature have been developed by the technical and engineering section of UNRRA. These departments have been at work preparing guidebooks and manuals for distribution in limited areas. These include instructions for remaking clothes, medical guilds, instructions for using of drugs, and technical guides for the reconstruction of damaged industrial and utility facilities. The reconstruction of industrial equipment will be one of the chief aids in the effort to set Europe back on its feet and provide for the processing and manufacture of its own foodstuffs. It is an essential part of the program in order to eventually make Europe self sufficient.

Upon making Europe self sufficient—upon saving people dangerously near the minimum sustenance level at which life can exist—depends more even that those lives in the scale of values. For the success or failure of UNRRA will have implications that will be felt after there is no longer any need for its existence.

Hunger Stalks A Continent

(*Continued from page* 3)

There is tragic irony in the fact that as the Nazi armies were driven out of the occupied countries the food situation, bad as it had been, became even worse. The reason is plain: until the middle of 1944, Europe was an economic unit, and rationing systems operated fairly efficiently for the most part. Under the impact of the Allied invasion of the continent, all regulation collapsed as gigantic military forces locked in death struggle.

Considering that the people of Holland had subsisted on 500 calories (the equivalent of four or five slices of bread) a day, or a fraction of the minimum requirement of 2,000 calories for the bare maintenance of bodily health, it is clear that freedom has in some cases meant virtual starvation.

Netherlands' Need Desperate

The Netherlands in fact has now taken the place formerly held by Greece as the country most desperately in need of imported food. Production has slumped because of the flood of the land by the retreating enemy and it will be years before these areas can be fully reclaimed and restored to production. Meantime, studies by Dutch, British and American experts have arrived at the estimate that 70,000 in Holland are on the verge of death from starvation. Many in desperation are eating rats as well as the tulip bulbs that in happier days brought Holland the admiration of the world.

Food alone will not end the danger. For emaciated bodies are no longer capable of assimilating nourishment in the normal way. First necessities are blood plasma and protein hydrolysate to get bodies "in condition to swallow and digest", according to medical authorities. A paragraph from a recent Rotterdam dispatch to The New York Times offers further testimony to the situation:

"The chief sufferers are the poor, and many have been carried into the hospitals by stretcher in such ghastly condition that they appear as gaunt as the pictured in the photographs from Buchenwald and the other concentration camps."

France On Downgrade

France is one of the countries where recent deterioration has been most marked. There can be no improvement in the near future unless substantial imports are arranged. On this point all authorities are agreed, including Judge Rosenman and Leo T. Crowley, chairman of the Interagency Committee's food report to Fred M. Vinson, director of the Office of War Mobilization and Reconversion.

According to Rene Pleven, French Minister of Finance and National Economy, French agricultural output is now down to 60 per cent of normal, and the daily rations supply only 1,200 calories. Result: the tuberculosis rate has risen 50 per cent; infant mortality, 40 per cent. And worse is in prospect.

Belgium's Children Suffer

The situation in Belgium is roughly comparable to that of France. Belgium's position is particularly precarious because the country so largely depends on imported foods.

What this has meant and will mean in human terms is disclosed by these vital statistics: for the first time in Belgium's history the death rate is greater than the birth rate; infectious diseases are on a rampage; deaths from tuberculosis have risen 50 per cent; rickets, 400 per cent—in some areas up to 80 per cent of the children are victims; half of the nation's children suffer from anemia, a fourfold increase; and all over the country are to be seen the characteristic distended bodies of people in the last stages of starvation.

Greece Still In Need

Food supplies in Greece are by no means ample. Although it is the one country in Europe where there has been some improvement in the past two years, it normally imports 40 per cent of its food and will continue to need shipments from outside. Greece has been receiving help from the International Swedish-Swiss Relief Commission and from UNRRA, but all authentic reports are to the effect that more will be needed.

Norway's Plight Serious

In Norway, says a recent report of the United States Department of Agriculture, the food situation is serious. The domestic grain crop, which during the war had supplied some 50 per cent of consumption, was below normal in 1944. The potato crop in that year was perhaps 40 per cent below that of 1943. Sugar imported in small amounts, and at times has been unavailable. Fat rations have been reduced from 30 to 15 grams daily. Meat is rarely available to consumers. If rations were fully maintained, a total of 1,600 calories might be provided.

Although liberation may bring quick improvement in the fish supply, there is no prospect of significant amelioration in the domestic supply of other foodstuffs. Imports of both food and agricultural supplies are urgently needed to better the situation, the report concludes.

Czech Report Awaited

In Czechoslovakia, the report says, "supplies in the current consumption year 1944-45 apparently run below those of 1943-44, not only because of some reductions in total food production from domestic sources but for other reasons as well. Germany, whose takings in the previous seasons were confined to relatively small quantities of food, may have drawn to a much larger extent on supplies obtainable in the so-called 'protectorate' region.

"If the Germans in a last desperate move decided upon large-scale requisitions and the removal of readily available supplies, the situation in Czechoslovakia may become quite precarious as far as production in 1945 is concerned. Therefore, urban areas in Czechoslovakia may also need relief in terms of some basic foodstuffs in 1945-46."

Poland's People Need Help

Poland, first of the European countries to be devastated by war, is still suffering from the blows delivered to her economy and her people. Even the dispute over the postwar boundaries of Poland cannot obscure the fact that millions are living below the subsistence level and that no real help can be expected in the near future from her farm production, which will not recover quickly. Help in the form of imports is Poland's only immediate hope. But it appears quite likely that the extent to which America will be called upon to provide food depends on the nature of the settlement of tangled political issue.

Italian Deaths Rise

Concerning Italy, there is the first-hand testimony of George Baldanzi, vice-president of the Tetxile Workers Union of America, CIO, who returned last fall from a trip to the liberated territory and reported that "undernourishment, malnutrition, starvation are everywhere." Conditions have not improved since then. On the contrary, they appear to have grown worse. Baldanzi emphasized this in a New York speech on May 16: "In Rome, 450 infants of every thousand under one year of age are dying annually."

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WAR RELIEF NEWS

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Fight The Black Market

(Continued from page 9)

increases the foreign relief demands upon food moving through legitimate channels of distribution becomes heavier. The average consumer, who cannot afford to pay black market prices, is the sufferer.

Makes Heavy Inroads

That already the volume of black market business is tremendous is common knowledge but the difficulties in the way of making an exact estimate are for readily understood reasons hard to arrive at. The most extreme reports state that 80 per cent of the meat sold in seven of this country's largest cities was sold through black market channels. Even if conditions are twice as bad in large centers as in rural areas this figure is still alarming. It is more than high enough to cripple attempts to plan intelligently for the utilization of our total food resourses.

Still another indication of the extent to which the black market has increased in the United States is contained in report of the War Food Administration that it has issued 26,000 licenses for new slaughtering houses in the past two years. The WFA further reports that the volume of business handled by these newcomers has increased tenfold during the same period. At the same time the volume of business handled by the three largest slaughtering firms, Swift, Armour and Cudahy, has fallen off.

Interpreting these facts, informed persons in government and in the business of food distribution point to the obvious lack of any legitimate explanation for the mushroom growth of slaughtering houses while the supply of meat to be slaughtering is going down. It suggests strongly that some of these mushroom businesses are operating in illicit channels taking advantage of the fact that the new restrictions are difficult to enforce because of devices of evasion which the black marketeers swiftly invented.

Rent Regulations Evaded

One of these devices reported by the FHA is the "rental gag" by which a firm whose license has been revoked for illegitimate practices "rents" its space and facilities to two or three other firms at exorbitant rentals, rentals which exceed by far any reasonable income that the properties might be expected to provide if they were let to firms engaged in some other line of business.

In spite of such devices and the overwhelming work which has fallen upon officers attempting to enforce OPA and WFA regulations, every effort is still being made to control the activity that threatens the economic soundness of this nation at its base. It is fully realized that runaway inflation—that is not outside the realm of possibility if black market conditions prevail and grow worse—would be more valuable than a good many divisions to the Japanese or to the remaining Nazi die-hards who may have surrendered but have not lost hope of building a fourth Reich. It is fully realized too that every pound of food sold illegally cuts into the supplies required by our own armed forces.

A recent report from the WFA tells of midnight purchases by black market operators in the middle Atlantic and Southern areas which actually TAKE FOR THE BLACK MARKET ARMY AND NAVY RESERVES OF POULTRY. War Food agents now patrol the roads of Delaware, Maryland, and Virginia on the watch for these home front saboteurs. But the enforcement officials with all the power of the government behind them are helpless unless the people of this country back them up.

You Can Smash It

The consumer is the most valuable agent this country has in destroying the black market. The OPA depends chiefly on reports from shoppers for its leads to illegitimate operators. The housewife who pays above ceiling prices for a steak or the worker on his way home who stops by for canned goods and buys them from under the counter strikes a blow against democracy. That blow can be struck as well in the other direction by reporting black market operations wherever they are found.

According to WFA administration spokesmen the agency is at a stalemate without the consumer and the consumer still shows a willingness to pay over ceiling prices. There is a tendency on some parts of the public to treat black market dealers with the same easy going tolerance that was accorded bootleggers in the prohibition era, a feeling that they aren't really outside the law. That they are outside the law should however be evident to those who read of seizures of contaminated meats found in back alley slaughter or storage houses where windows are screenless to admit flies and the floor is covered with filth.

Meanwhile certain proposals from pressure blocs spearheaded by packing concerns call for the raising of ceilings on meat products. The pressure was applied to the Senate Investigating Committee on shortages of meats, fats and oils, sugar, dairy products, and other foods. The meat packers insisted the OPA ceiling prices were bankrupting them and assured the committee that if subsidies were increased on meats the black market would disappear.

Subsequently subsidies on beef have been increased seventy-five cents per hundred weight, but there is danger that such action will lead to similar demands by other food producers with a resulting spiral of prices. Nevertheless Secretary of Agriculture Wickard has said:

"There is one cold hard fact: that is black marketing cannot be controlled by price ceiling manipulations, since the demand for meat is far in excess of available supplies."

Why Meat Is Short

The truth regarding supplies of meats that America's meat shortage is chiefly caused by distribution — which means black market—not by production. The supply of hogs following record breaking slaughtering of pork in 1933-34 has fallen off some 30 per cent, but the supply of sheep and beef is only a fraction down from all time highs reached during the war period. Meat is of course going to the armed forces but a more efficient and controlled distribution of stocks remaining for civilian consumption would assure meat on the American table more often than it now appears.

Food Rationing Guards Supply

(Continued from page 14)

other hand, there is a comparative shortage, the number of points valid for so much of a given commodity will be increased in order to play down consumer demand for the particular item.

Foods in the same nutritional category are so evaluated as to point equivalence that the public is able to spend its stamps in accordance with the current supply situation. For this reason Food Administrator Chester Bowles was able to state recently that an adequate diet is possible for every American home.

If consumers adjust their point expenditures wisely, the point system acts to prevent too rapid disappearance of certain reduced food stocks and gives everyone an equal chance to obtain a fair share of the item. Commodities would otherwise be consumed so rapidly that the needs of the war effort, of lend-lease, and, most recently appreciated, relief to Europe would suffer disastrously.

The tremendous increase in production occasioned by the above requirements is graphically reflected in a comparison of statistics on the key protein item, meat. In 1941 20.6 billion pounds were available for the market. By 1944 the amount had gone up to 25.9 billion pounds—an increase of 26 percent. The military part of this supply had been only 6 percent in 1941. Three years later it hovered at 24 percent, a war leap of over 400 percent.

Nobody Went Hungry

Civilians have not hungered during these war years so far as meat is concerned. On the contrary, meat consumption statistics show that they have been getting more than they did before the war. Thus, in 1935 the average per person was 125.6 pounds. By 1941 it had jumped to 141.4 pounds, and in 1944 the unprecedented figure of 147 pounds per person was reached.

Your Victory Garden

With that of other Americans can produce enough to save Europe.

VACANT LOTS and backyards of the United States, cultivated by individuals or by community groups, can produce more than enough to overcome whatever sacrifice may be necessary to send the vitamin-rich foods to stricken Europe.

PRESIDENT TRUMAN has called for more victory gardens, in a statement announcing the creation of a home food supply in the War Food Administration. "The need for maximum effort in home food production and conservation," he declared, "is emphasized by the severe damage to food crops, especially vegetables and fruits, resulting from extremely unfavorable weather of recent weeks."

Five months ago President Roosevelt also stressed the need for victory gardens, to supplement the nation's food supply. Since that time, V-E Day has changed the military picture, but the need for food still remains. Our fighting men in Europe must be fed until they can return home, and the five million Americans scheduled for the Pacific will need supplies for a long time yet.

We have achieved military victory in Europe, but there is still another war there, the fight against starvation and disease. America must send there the materials for that war: cereals, dairy products, fats. We can do this only if we produce and eat more vegetables, as substitutes.

Last year victory gardeners raised ten million tons of vegetables, more than 40 per cent of the 1944 crop. Unless that much is raised in 1945, the American people will have to supplement their diets with the cereals which Europe desperately needs.

The Department of Agriculture estimates that the feeding of Europe will take twelve million tons of food, mostly cereals. We can provide this, if the 18,500,000 families who gardened for victory last year will till their acres again.

Allies' Relief Agencies

Continued from page 8

In the industrial areas, lack of nourishment accounts for a 57% death rate from tuberculosis among 20 to 24 year olds, the 54% of babies under two years of age suffering from rickets, the undersized children and adolescents, and a populace suffering from general debility.

While the people of France are resowing devastated crops and rebuilding bombed transportation facilities, they will continue to need material help in the way of food.

Greek War Relief Association

Despite a continuing lack of enough food to go around in Greece, the situation is better than it has been. This is due in part to the early organization and prompt actions of the Greek War Relief Association. As early as March, 1942 the Association made shipments of food, clothing and medicine into the then occupied country. This was accomplished by chartering neutral Swedish vessels to carry the cargo, and having the food distributed through the International Red Cross in Greece. To date the largest amount of space in the Swedish ships' 101 sailings has been allotted to food. 650,000 tons of food have been distributed in Greece as compared to 10,000 tons of medicines and 2,378 tons of clothing. An average of 34,000 tons of supplies a month are still pouring into Greece.

The people who have been rescued from starvation by American food are now working to help themselves. But the one and a half million people still destitute and homeless, — the one million Greeks made tubercular through starvation — the two and a half million who suffer from chronic malaria, look to America for food. The backlog of Nazi starvation takes time to neutralize.

American Relief for Holland

American Relief for Holland has only recently been able to make shipments of food to the Netherlands. The first seventy-five ton shipment consisted mainly of baby food, baby oatmeal, chicken soup base, powdered milk and honey. A second shipment of sixty tons of food and thirty tons of lard is en route.

But a people who have been systematically starved for a long period can eat food without gaining nutrition. This occurs when the natural acids in the digestive tract dry up and the stomach is unable to decompose the foods for their nutritional value. To combat this, American Relief for Holland has sent 16,000 pounds of amigen to be used as an artificial digest aid.

American Relief for Italy

American Relief for Italy Inc. has sent 3,600 tons of food and supplies in the past year. Although clothing has taken more actual shipping space than food, food has been sent in the form of evaporated milk, yeast, ascorbic acid, and vitamin tablets.

The battle in Italy has been against an infant mortality rate of children under one year of age which approximates the seemingly impossible figure of 47%. In Rome alone the mortality rate has increased almost 100% among all ages. There has been an increase in deaths from tuberculosis of about 300% over the prewar rate.

The causes for all these preventable conditions can be traced back to a population lacking medical supplies, clothes, soap, and especially — food.

Other Agencies Wait

Foreign War Relief Agencies representing Poland, Yugoslavia, Hungary, and other countries not liberated until the fall of Germany await comprehensive figures from their countries upon which they may plan their programs for the future.

Europe's Starving Jews

HELPLESS, hungry, wandering children of Jewish families cruelly dispersed by the Nazis are in especial need of help. Already millions of their people —men, women and children—been done to death. Others will certainly die unless aid comes soon.

THE Nazi number one war weapon—hunger, reared in sadism and perfected by constant experiments on the defenseless Jewish population of Germany, today continues the work of destruction begun by Adolf Hitler five years ago. If the angry clash of fighting men on Europe's battlefields had left hunger as a result, the fact could not be condoned, but it might be understood. Those who have tasted Nazi rule know that hunger was never a by-product of invasion; it was a highly efficient system to bring a people to their knees.

The Jews of Europe have suffered most bitterly from the Nazi hunger system. Long before they crossed the first border, Nazi leaders had exact figures on how long men can go without food before submitting, before crawling, before dying. Figures computed behind ghetto walls as Jewish lives were snuffed out first by the hundreds and then by the thousands and, finally, by the hundreds of thousands.

Five million Jews were killed in the decade of Hitler's rule. No other people on the face of the earth lost a third of its numbers, as have the Jews of the world. No other people have been so completely uprooted as were the Jews of Europe.

Need for Help Urgent

There was a time when many of the starving Jews who perished might have been helped. They don't need our help any longer. But what of the survivors? In their case, the suffering endured by all the peoples now liberated from Nazi enslavement has been multiplied a thousand times. They have gone through a process of slow death from starvation long before the campaign of mass slaughter was launched against them by the Gestapo.

The world was too late with too little in attempts to save the Jews who might have been rescued; it should not be too late with too little in affording the survivors an opportunity to rebuild their shattered lives.

In order to understand that the problems of Jewish rehabilitation and reconstruction in Europe require specific treatment, it is necessary to cite some figures. Since December 12, 1939, all Jewish inhabitants in the General Government of Poland were subject to forced labor. They were not allowed to receive wages and were given rations much lower than the starvation rations given other enslaved peoples. While the German population was getting 93% of its pre-war diet, Poles received no more than 66% and Jews — only 20%.

In 1942, while Nazi dominated people all over Europe received from 86% to 29% of the meat rations given Germans, Jews were given zero percentage.

The following table illustrates the difference in the food rations of Jews and other subjugated groups in terms of calories:

Czechoslovakia	1,803	60.0
Holland	1,667	55.6
Belgium	1.363	45.4
Poland (Gen. Gov.)	1,355	45.2
Norway	1,271	42.4
Italy	1,151	38.4
France	1,099	37.0
Greece	645	21.5
Jews	209	7.0

Disease exacted a terrible toll from the Jewish population. It is estimated that ailments resulting from undernourishment, malnutrition and unbearable working conditions caused about 700,000 Jewish deaths in the first three years of Nazi occupation of Poland. Is it any wonder that the Jews who have been able, by miracle as it were, to survive the deportations and horrors of Maidenek and Tremblinka are now physical and mental wrecks? The restoration of these wrecks to anything approximating normal life will require great effort and careful planning.

"Displaced Persons"

The repatriation of displaced Jews will also present innumerable difficulties since nearly 90% of the surviving Jews in the areas formerly occupied by the Nazis are displaced. This is a much higher percentage than obtained for the rest of the European population.

It would be cruel to expect them to cope with these problems without the aid of the governments of their habitation or organizations like UNRRA and other national and international agencies charged with the task of postwar rehabilitation and reconstruction.

Nat'l CIO War Relief Committee
1776 Broadway, New York 19, N. Y.

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Trade Union

Special Supplemental Edition to
AMMUNITION
Vol. 2, No. 9
August 1944

WOMEN WORK

WOMEN VOTE

TEN CENTS

INTERNATIONAL UNION, UNITED AUTOMOBILE, AIRCRAFT AND AGRICULTURAL IMPLEMENT WORKERS OF AMERICA (UAW-CIO)

Women Work—Women Vote
Special Supplemental Edition

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The War Manpower Commission; and

The War Production Board.

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VOLUME 2 22 NUMBER 9

ELEANOR ROOSEVELT *Says—*

I am glad of this opportunity to congratulate the women of the country for the way in which they have come forward and taken their places in industry, often undertaking jobs which seemed beyond their strength or past skills to perform.

Some of these women will stay on as highly skilled workers, some of them will go back to running their homes and families, all of them will have learned not only something about their jobs, but they will have learned about people, they will be able to work in an organized group and they will understand the value of the union and the need for leadership in the union, better than ever before.

I hope that they will take places of responsibility in the unions, and I hope that they will realize that the union is not just important for their own interests but that it has an obligation to see that the workers' interest is integrated with the interest of the community. I hope members of the union will realize that they have to take a responsible position in the community and be a part of that community. This attitude will affect what they can achieve through the union, because the community needs an understanding of the whole situation in order to grasp what is really fair for both business and employees.

Women must take positions of leadership in the community, in the state and in the nation as citizens, because while we win the war, many of our men are out of their communities fighting in far-off countries. Therefore, more responsibility for what happens at home falls on women's shoulders.

Above everything else, the men must feel on their return that we have preserved for them a country which is worth the sacrifice which they have made in fighting the war. In addition to that we must help them when they come back in the even more arduous task of rebuilding the world and of meeting the problems, the solutions of which are vitally important to future generations.

AND WE *Say—*

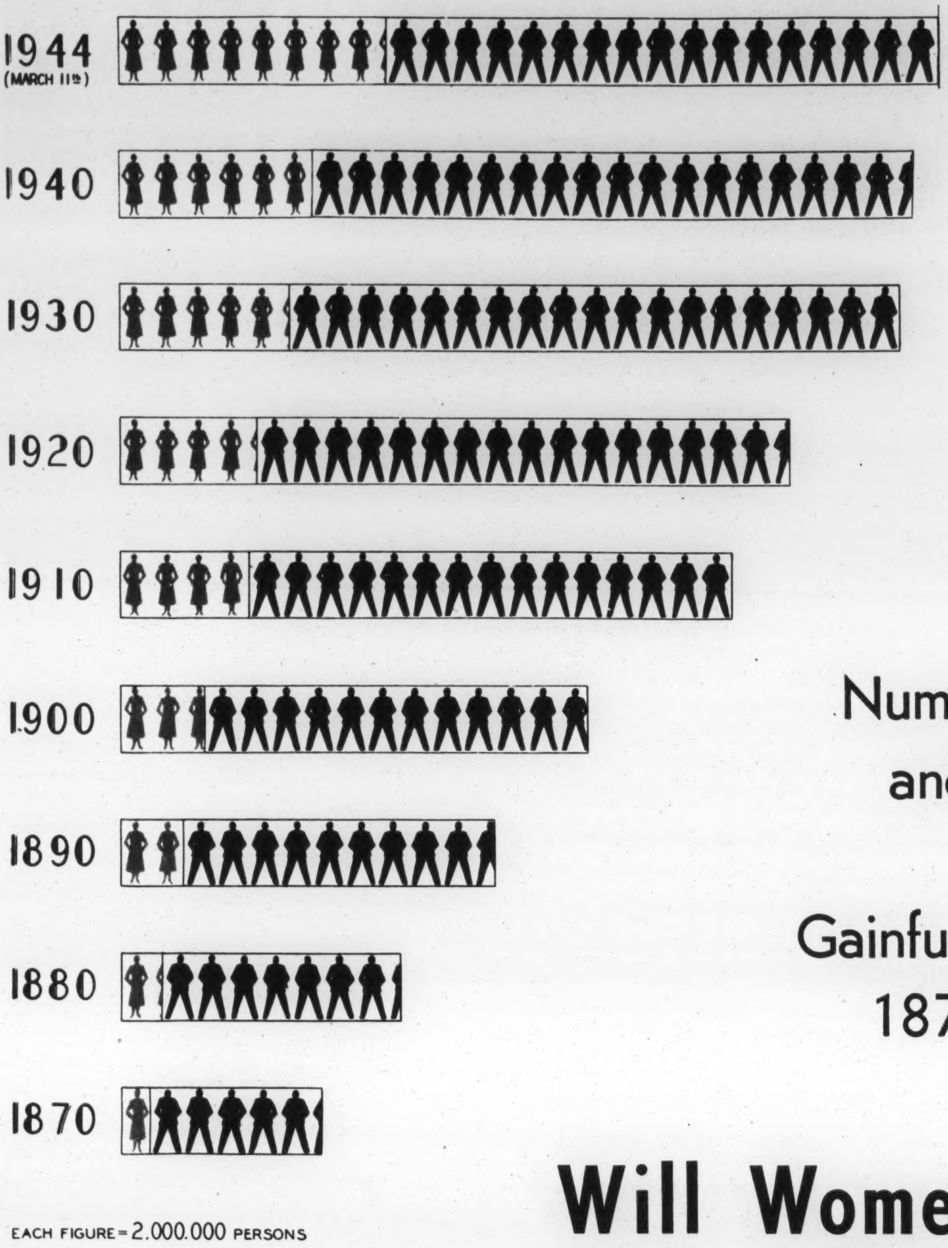
EVERY WOMAN IN YOUR LOCAL, IN YOUR PLANT, IS INTERESTED IN SOME OR ALL OF THE SHOP PROBLEMS TOUCHED UPON IN THE FOLLOWING PAGES. EVERY WOMAN IN YOUR LOCAL IS INTERESTED IN THE PRICE OF FOOD, CLOTHES, AND HOUSING, IN CONSUMER PROBLEMS.

There is no woman in your local who doesn't want to vote right in the next election, no woman who does not want to become a good union member. But plenty of women do not know they want this.

Many women do not know what the union has already done for them; what it can do for them if they become active. Many do not know that a large proportion of their shop grievances are ultimately settled in the state legislature or in Washington. Some do not fully realize that the grievances they have outside the shop—prices, the soldier vote, a possible lack of jobs after the war—that all the grief will increase a thousandfold unless they vote right; that only by electing the right President, congressmen, state legislators, and other "public servants" will the interests of the majority of the people be served.

Unless every active union member works overtime on political action today, neither they nor anyone else in the country will have any assurance of a job or of a union tomorrow. We have been lax in educating, even at times in organizing, the women in our shops. Now we are faced with the necessity of making absolutely certain every woman in every shop votes for the best interest of herself and the majority of the people. It's a rush job—but it can be done and must be done if we are to have any security for the next years.

There are thousands of active, competent women union members and leaders. What has been accomplished by, and with, women in some locals can be accomplished in all locals. The strength of the union now and of the whole labor movement later depends to a great extent on the job we do today in activizing all women politically. For to the extent that job is well done, we shall have laid a solid groundwork for making all working women into good, understanding, active union members and citizens. If we fail in completing this work, we shall have weakened the labor movement and by so doing weakened the greatest democratic force in America.



Number of Men and Women with Gainful Occupations 1870 – 1944

Will Women Work After The War?

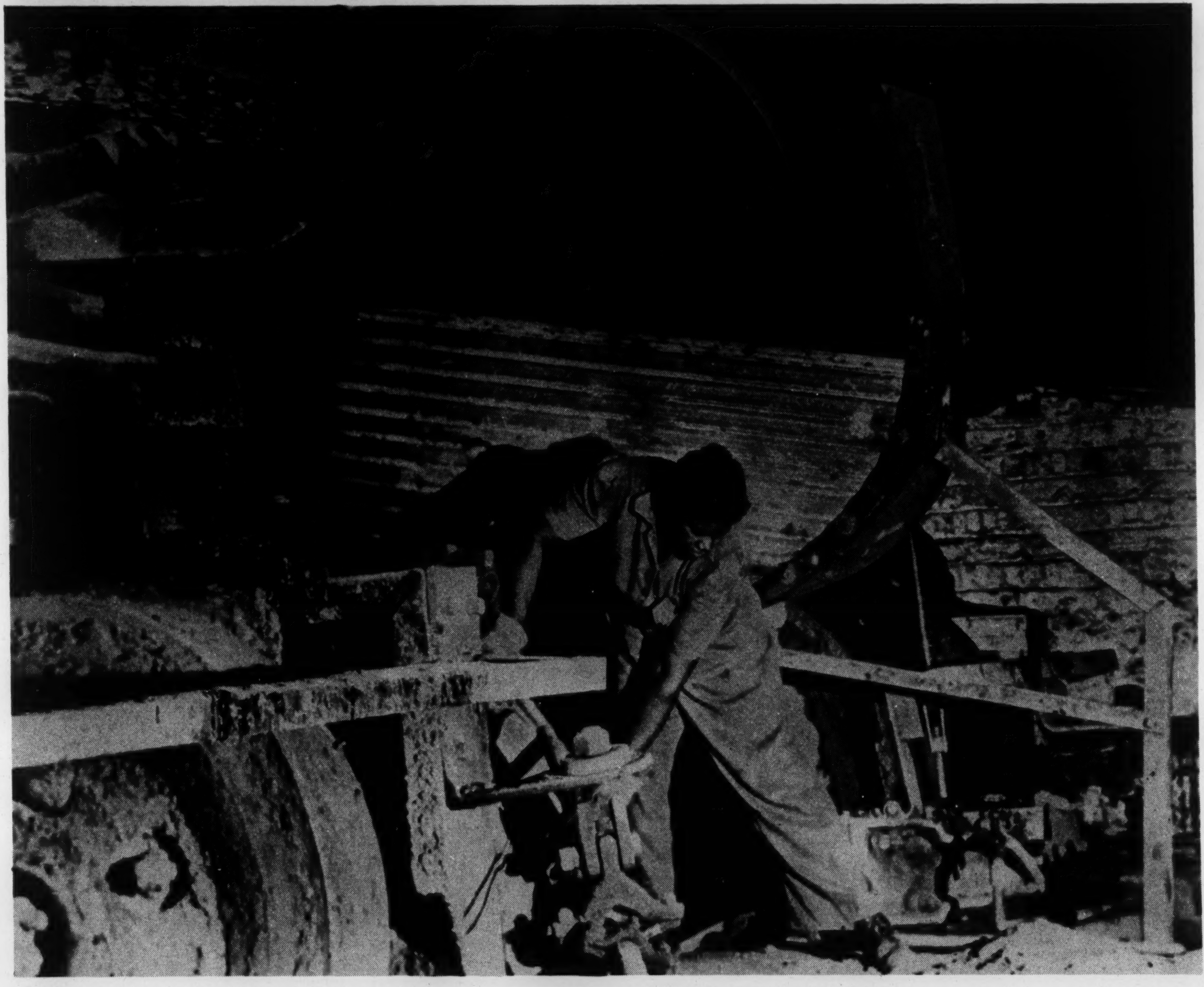
Of course women will work after the war! In 1870 there were two million women gainfully employed—and about five times as many men. In 1910 there were eight million women employed—and a little less than four times as many men. At the peak of wartime employment of women, there were half as many of them working as there were men. Women have been working in steadily increasing numbers, and war or no war, about 14 million of them would want jobs today. There is no reason to ask whether women will want jobs after the war. The question is: what kind of jobs will women want after the war and will there be jobs available for the men and women who want them?

MORE AND MORE conductors and motormen are women. They work as loaders, traffic clerks, repairmen, too.

Whatever It Is, The Women Can Do It

Need a steel worker? A trolley car conductor? Need some help in a saw mill, an electrical appliance shop? Need postoffice workers? Some woman can do the job and do it well.

Is this a threat to the men's jobs? Will women break down wage scales, accept bad working conditions? Not if we have full employment, if women are organized into unions, if they learn the principles of trade unionism, if they exercise their democratic rights and work in political action.

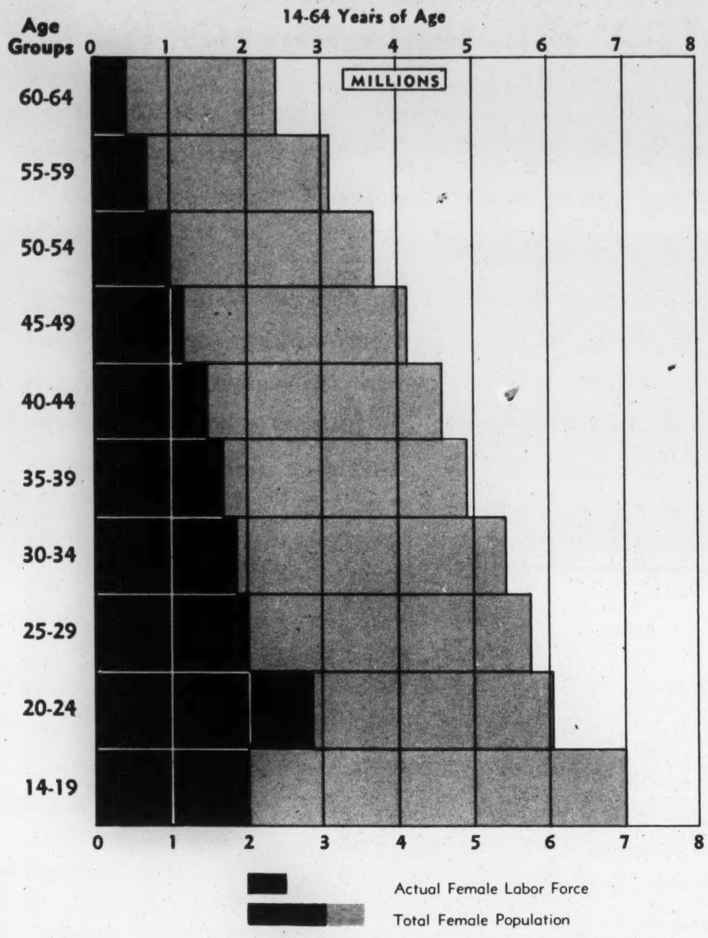


200,000 STEEL AND IRON workers are women; they operate cranes, finish heavy plate for tanks, even work in open hearth and blast furnaces.

How Many Work?

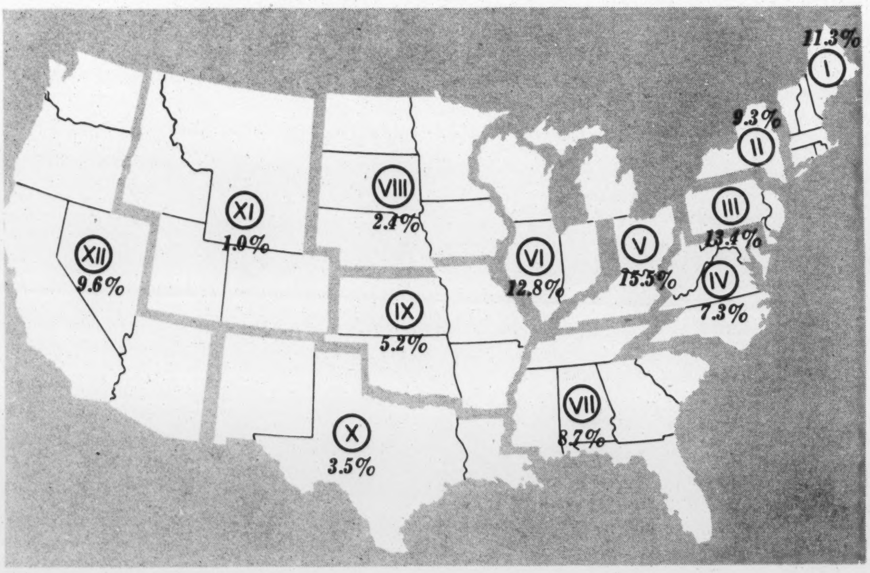
The female labor force is made up of all the women who want jobs whether or not they have jobs. At the present time almost all the women who want jobs have some sort of work, although it is often not what they most want or are best fitted for. The chart at the left shows the total number of women in the population, divided by ages, and the number in each age group who want, and almost all of whom now have, jobs. For example the chart shows there are 7 million females age 14 to 19 (as indicated by the black and grey squares). It also shows that of that 7 million, 2 million (as indicated by the 2 black squares) are gainfully employed. Only those 2 million want jobs.

FEMALE POPULATION & ACTUAL LABOR FORCE



Where Are They?

This map is divided into War Manpower Regions as indicated by the Roman numerals in the circles. The percentage figures below each regional number show what percent of the total number of women in manufacturing today are employed in each region. You will notice that the largest part of the total in any region is in Region V, and that over half of all the women employed in manufacturing today are in the northeastern part of the country.



JOBS FOR ALL?

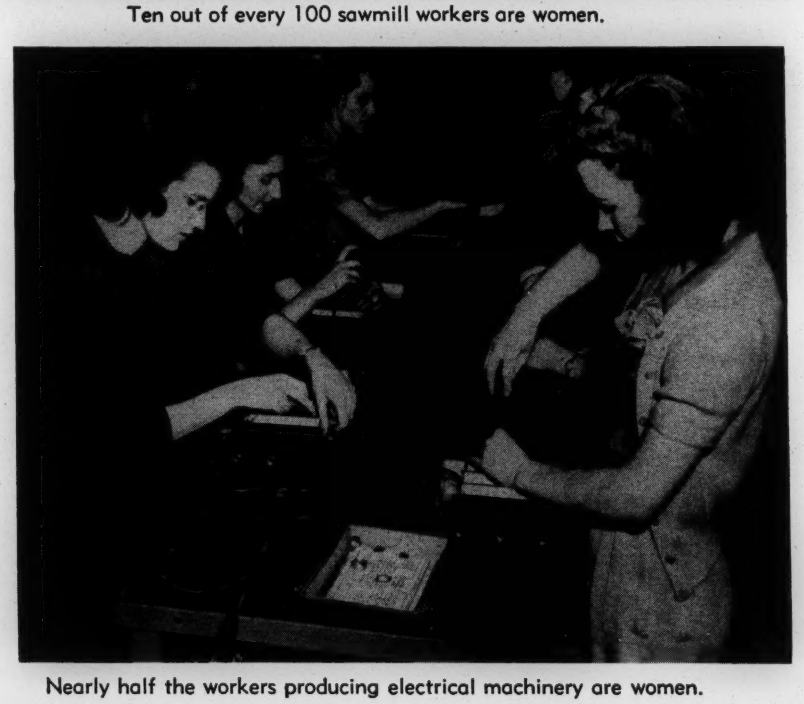
We're neither too old nor too young!

Full production for peace as we are now producing for war, that's the program of workers organized in the CIO. The 60 million men and 17 million women who have worked or fought for victory want jobs. Either the country sinks back to the production level of 1939, which would mean postwar unemployment for 14 to 18 million people, or we keep the factories going to turn out the goods for a better world. Men and women are fighting and working in war plants now so that everyone, man or woman, black or white, native or foreign born, may have a job after the war.

ON NOVEMBER SEVENTH WE VOTE FOR THOSE WHO WE KNOW WILL BACK A 200 BILLION DOLLAR NATIONAL INCOME—A JOB FOR EVERY PERSON WHO WANTS ONE.

Ten out of every 100 sawmill workers are women.

She can lift the light ones. Not men but machines should lift heavies.



Nearly half the workers producing electrical machinery are women.

CIO INT'L RESEARCH DIRECTOR

Women Hold Every Kind of Union Job

Scattered through these pages you will find pictures of real live CIO women members who are leaders in the work of their locals and Internationals. The UAW-CIO needs leaders to replace the thousands who have gone to the armed forces. Get yourself an education in unionism.

PICK YOUR UNION JOB AND GO AFTER IT!

CIO INT'L EXECUTIVE BOARD MEMBER

BUIL
FRIENDSHIP

THE CHAIRMAN OF A CIO WAR ACTIVITIES COMMITTEE—HARD AT WORK!

MEN, WOMEN, AND UNIONS

By DOROTHY J. BELLANCA,

Vice President Amalgamated Clothing Workers of America

A CIO DISTRICT STEWARD

A REGIONAL DIRECTOR

AN EDUCATION DIRECTOR

Thousands of working women are today in jobs which present to them totally new problems. Many are new to industry and know nothing of what the unions they are joining have done in the past. These new workers often take for granted the high standards of pay and working conditions which the old union members fought so hard to get, an attitude somewhat irritating to tried and true union leaders.

Leaders of unions which once had few or no women members have welcomed thousands into their ranks since Pearl Harbor. But since the need of protecting women's interests had not previously arisen in such unions, no particular interest had been paid to contract clauses or legislation vitally important to all working women. Nor, naturally, had any effort been made to get women into union leadership.

That the average union sister has much less time than her brother to attend to or learn about union affairs is clear to everyone, since about one-third of women war workers have children and about one-half are married.

Yet many union men complain that women are not taking on their share of union responsibility, while many women maintain that women are not fully enough represented in union leadership and at times are apparently not wanted.

Actually women have risen to union leadership in every place where they have made a real effort to do so. And where women have gone to work actively in their locals, where they have been outspoken about their problems and the necessity for their solution, these problems have been solved.

Thirty years ago I went to work as a hand buttonhole maker in the men's clothing industry. We women organized ourselves. And we also organized the machine buttonhole makers, who were mostly men, for we realized that unless all buttonhole makers were organized, we would be in a vulnerable position. We women urged the men to join our union, but the furthest a man ever got in the leadership was sergeant at arms. It is quite natural for people who have power to attempt to keep it, whether they are men or women!

When women expect men automatically to fight for equal pay for equal work, for equality in upgrading, in seniority, equality all along the line, they are assuming that the men did not feel threatened, do not still feel threatened, by the sudden influx of women

MEN, WOMEN, AND UNIONS—Continued

ONE OF AN INCREASING NUMBER OF WOMEN DELEGATES TO CIO NATIONAL CONVENTIONS

into industries where they had never worked before.

In the old days, women received fifty to sixty percent less pay than men on an average. Women, willing to work for low wages, were a real menace to men in industry.

This fact is so deeply embedded in the minds of some men that they do not even know why they feel they should have seniority over women, wages better than those women earn, be trained better and upgraded more quickly.

There is nothing more important for union women than to make union men understand the fact that when we demand our seniority rights, we are purely and simply insisting on the principle of seniority for all. We are fighting, after all, for men's seniority, since very few women have seniority higher than the men who will return to their jobs when the war is over, than the skilled men who have worked for years in every industry. When women ask for equal pay for equal work, we are protecting the wages of men, for if the managements find they can pay women less for the same work men turn out, inevitably such managements will seek to employ women after the war rather than men, or to cut men's wages.

When women join in the demand for full employment for all who want jobs after the war, for whose jobs are they fighting first?

AN EXECUTIVE SECRETARY, TWO DEPARTMENT STEWARDS, AND THREE ACTIVITIES COMMITTEE MEMBERS FROM ONE CIO LOCAL

MEN, WOMEN, AND UNIONS—Continued

For the jobs of their men, who in any case have seniority rights.

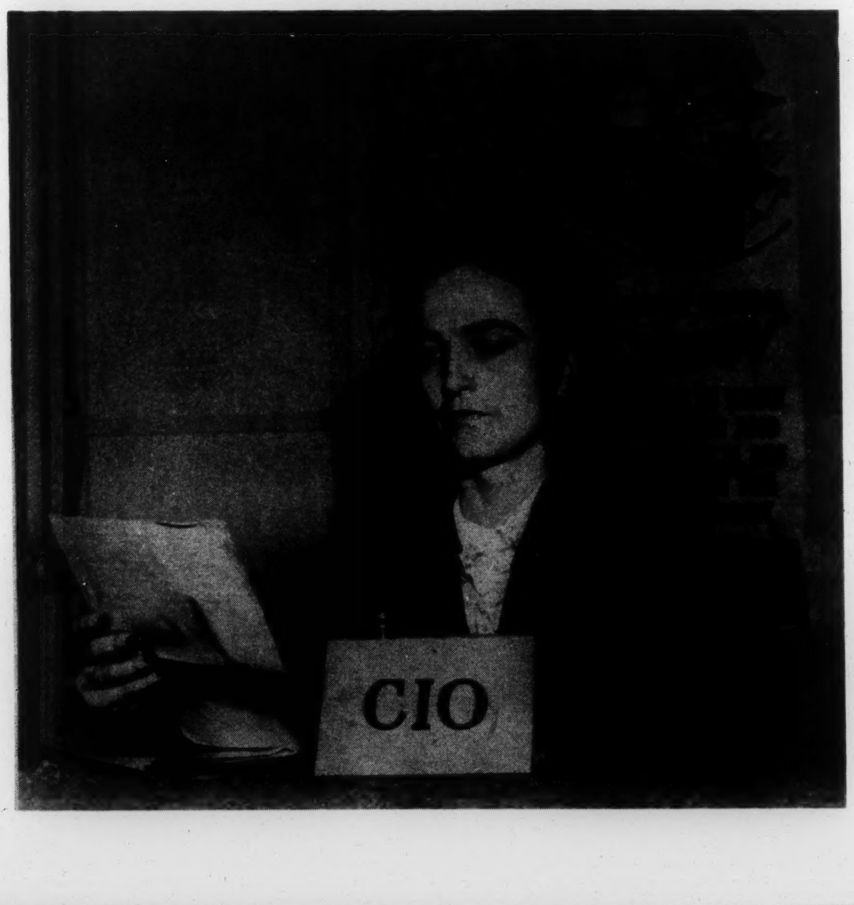
No one knows, really, how many women will want jobs, need jobs after the war. Many of the returning soldiers will want their wives at home. Many women who are now working wish to return home.

But whatever number of women wish to remain in industry, every man in every union has a crucial reason for wishing every woman now employed to become a fully educated and active union member. For to the extent that women now working do not come to understand the real necessity and value of unions in this and every land, the whole trade union movement is weakened. The jobs and pay of every union man are threatened.

And whether or not any woman now working wishes to retain her own place in industry, it is her duty and her right to join actively in the work of her union. Only if every worker, male and female, works for good shop conditions, for equal pay and fair wages, and takes part in the union's broader political action program to win decent housing, fair prices, full education for our children, jobs for all who want them—only if all of us work together through our union can the average man and woman of this country hope to have a good life in a democratic United States tomorrow.

A LOCAL BUSINESS AGENT

A CONSUMERS DIRECTOR



PRESIDENT OF HER CHAPTER OF A LOCAL

What Does Your Contract Do for You? —ABOUT SENIORITY FOR INSTANCE

THIS?

These clauses from actual contracts are typical of discrimination that can be eliminated when women unionists are on the alert:

"The company shall have the right to transfer or place men temporarily on jobs normally performed by women and to pay men's wages for such work without establishing such male rates for females when females are later returned to the job."

"In case of plant-wide lay-off, women holding duly designated men's jobs will be laid off before any men. A woman employee is not permitted to bump a man employee off a man's job."

OR THIS?

Seniority is a system for assuring the best available jobs to workers in accordance with the length of their employment. Good contracts contain a clause like the following recommended by the U. S. Women's Bureau:

"Women shall accumulate seniority in the same manner as male employees, and shall have the same rights of promotion or transfer to other departments. If it becomes necessary to eliminate or curtail the work of any department in which women are employed, they shall be entitled to carry their seniority to other departments. No new employes shall be hired as long as women currently employed are available for upgrading in the same department or for assignment to jobs in other departments."

Kinda give it your personal attention, will you?
MORE PRODUCTION
FROM WANT

WHAT? NO WOMEN OFFICERS IN YOUR LOCAL? Here's a CIO local with women as First Vice-President, Secretary-Treasurer, Recording Secretary, and Sergeant-at-Arms

What Can The Law Do?

In the last analysis nearly every shop condition that gets under your skin is a matter of health and safety. Conditions can often be remedied by demands that management obey the laws. Where the laws aren't up to snuff, start getting them changed.

STATE LAWS regulating the employment of women in industry are generally inadequate and need revision. In states where code-making power is vested in the state labor department these codes should be revised and brought up to date. The fight for such changes should be a part of the union's state legislative program.

THERE'S A GOOD LAW

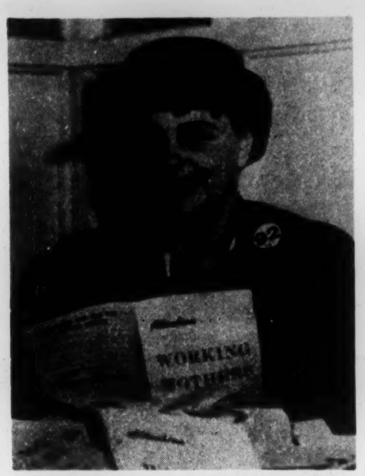
There is a FEDERAL LAW, the Walsh-Healy Public Contracts Act, forbidding manufacture or fabrication under working conditions which are insanitary, hazardous, or dangerous to the health and safety of the employee.

Where state labor laws are inadequate, the union should call upon the United States Department of Labor for enforcement of this federal law. An employer's compliance with the state labor law is only prima facie evidence of compliance with the Walsh-Healy Act.

The Union should seek to have the Fair Labor Standards Act of 1938 amended so as to provide for federal health and safety codes for all manufacturing processes of goods used in interstate commerce.

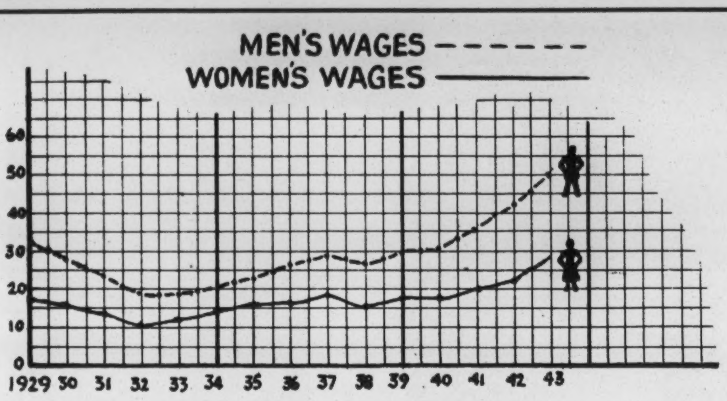
Your union **CONTRACT** should include proper health and safety standards for the employment of women. Wherever labor-management health and safety committees are already established, such committees should enforce these standards by agreement.

MEMBER OF AN INTERNATIONAL EXECUTIVE BOARD



CHAIRMAN OF A CHILD CARE COMMITTEE

A CIO LEGISLATIVE REPRESENTATIVE



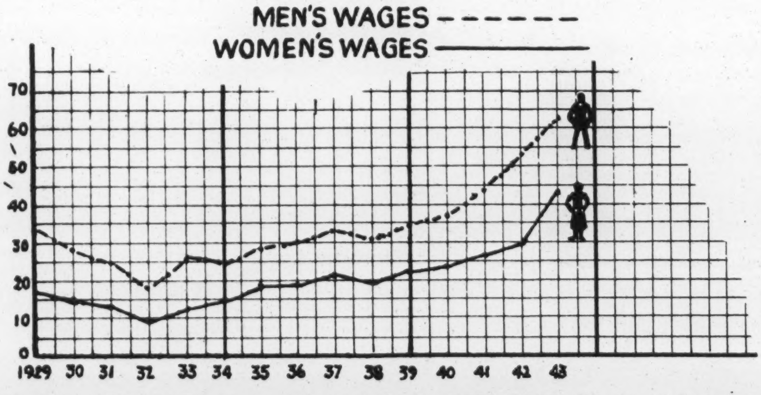
Average Weekly Earnings in Industry 1929-1944 (Nat'l Industrial Conference Board figures for New York, Illinois, and Ohio)

Only a small part of the big difference between men's and women's weekly take-home is accounted for by the fact that women work fewer hours per week. If this chart were alive, you'd see profiteers lurking in that gap between men's and women's wages, using women's low pay as a lever to pry down men's pay.

Who Says Equal Pay For Equal Work?

The CIO says it's only fair that any worker should be paid the same as another for doing the same kind of work, regardless. And so say the WPB, the Army, the Navy, the U. S. Department of Labor. Why? The wage difference hampers production, says the WPB, by causing high labor turnover and discouraging women from entering vital industry. Inadequate wages lower health and morale, undercut men's wage standards.

What of the argument that women do "light work"? That's no basis, says the U. S. Women's Bureau, for a sound wage determination. Light jobs are often more skilled. In all ways unequal pay is unjust and a bad beginning for postwar good jobs for all.



Average Weekly Earnings in Auto Industry 1929-1943 (National Industrial Conference Board figures)

Male auto workers averaged $33.05 a week in 1929, female $17.52. True, men worked 6 hours longer a week. Yet even straight-time average hourly rates showed a difference of 23½c. In 1943 women were working only 3½ hours a week less than men. Yet the hourly average now showed a 26c difference. Men earned $62.65 a week, women $44.91. Not all to be explained by the fact fewer women are in skilled jobs.

The WLB Equal Pay Clause

Early in its history the National War Labor Board accepted the principle that wages for women workers should be paid on the basis of equal pay for equal work.

Under General Order No. 16 employers and unions can negotiate wage raises for women giving them equal pay for equal work without first securing board approval.

Unfortunately in recent months the board's vacillating policy on women's wages has resulted in depriving women war workers of thousands of dollars which are rightfully theirs.

If women workers in dispute cases are to be treated justly, the WLB must change its policy in regard to so-called "women's jobs." Their present policy is to assume that such rates are correct when they have historically been lower than men's rates. Cases in which unions ask for raises on "women's jobs," that is, where no men are on similar or identical jobs in the same plant, should be considered by the board under the equal pay for equal work policy by the simple expedient of comparing rates for women with similar or comparable classifcation rates for men in other plants in the area.

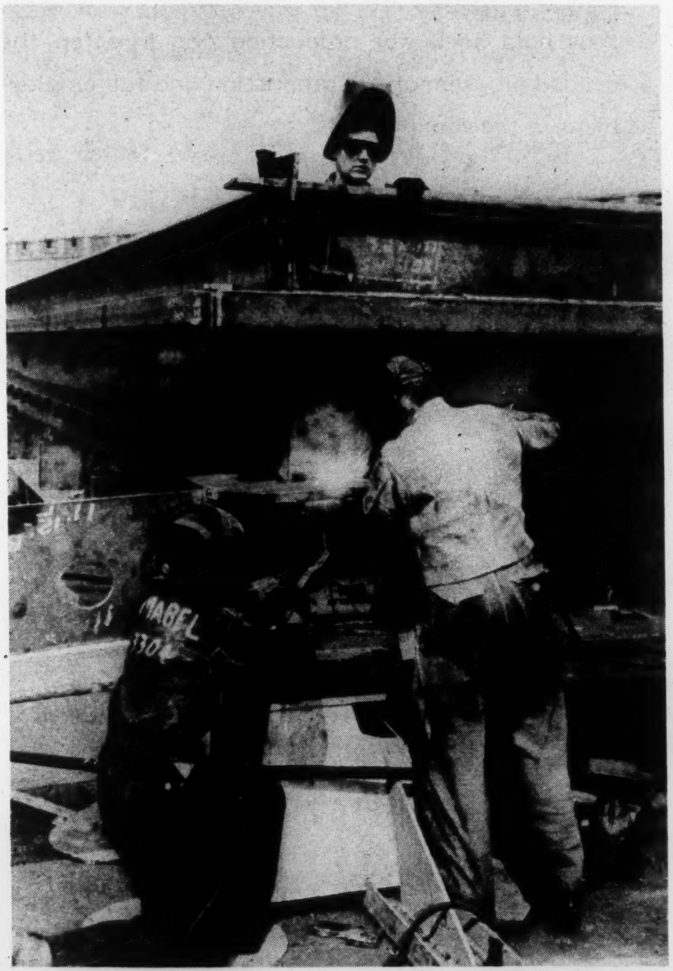
Until such time as the Board is willing to consider "women's jobs" under the policy of equal pay for equal work, local unions can file applications to have the board order that a proper job evaluation be made on such "women's jobs" in relation to all other jobs in the plant, with the results subject to grievance procedure or arbitration. Such evaluations have been made in numerous UAW shops with resultant large increases for women.

How Do We Get Equal Pay?

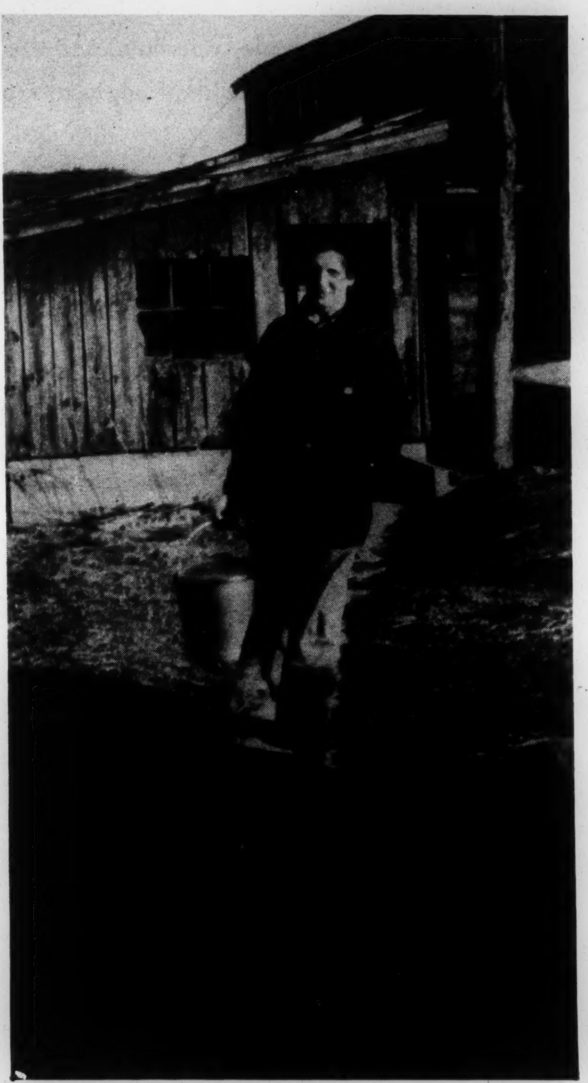
Look at the facts: the biggest paychecks go to the workers who are most highly organized—shipyards, auto and aircraft, electrical, munitions.

Organization is plainly the first step. And then what? Through organization we can get a union contract with good clauses in it, a contract that will bring us that equal pay. Through organized action we can get good state and federal laws. Read on for more details.

AUTO AND AIRCRAFT WORKERS include the largest group of women workers. They're highly organized—and earn next to the highest weekly wage. In 1939 motor vehicle workers were only 6.6% women. Today women make up 22.7% of the working force.



HIGHEST PAID women workers are in the shipyards. They averaged $44 a week in 1943. These women are organized.



LOWEST PAY and longest hours are the lot of farm workers. Unorganized, most of them, they need help.

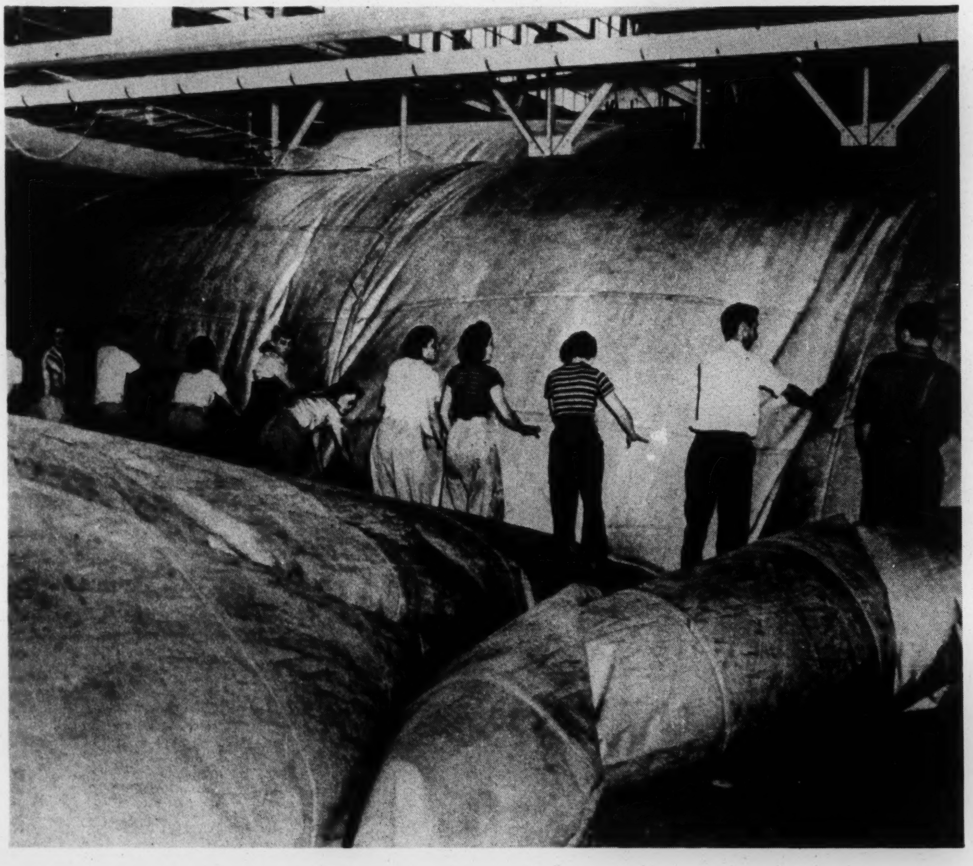
Get The Company's Signature on This

One of the following clauses from actual UAW-CIO contracts belongs in any respectable agreement between management and your union. The second clause is the one you need if your old contract had special female classifications.

1. "Wage rates as set forth in this contract shall be set by the job regardless of sex. All wage rates and job classifications shall be determined by proper time-study and job evaluation. Disputes shall be handled through the regular grievance procedure. The starting rate shall be the same for all newly hired workers, male or female, and the automatic progression schedule shall apply to men and women alike."

2. "All female classifications previously included in the company's hourly rate classifications will be eliminated. Wage rates for female employees shall be set in accordance with the principle of equal pay for comparable quantity and quality of work. Classifications previously designated as **female** shall be evaluated by the company and the union on the basis of intra-plant comparison. Disputes pursuant to this clause shall be handled through the regular grievance procedure."

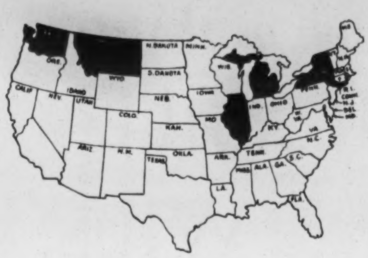
You can win such a clause if your local union is strong enough and the women are on their toes to see it takes a key place in the bargaining. Sometimes the union brothers have to be reminded that unequal pay rates drag all wages down, reduce the spread of buying power in American families, and thus hold back war production and threaten the needed program of full production and full employment in the coming years.



MORE RUBBER WORKERS are women than ever before, although women have always made up a good share of the working force, comprising 24.6% in 1939 and 39% today.

Now doing jobs on military equipment such as barrage balloons, flotation bags, boots, rafts, women are also successfully moving into the previously male classification of tire building.

Recommended State Law For Equal Pay


N. DAKOTA
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COLO.
W. VA.
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KAN.
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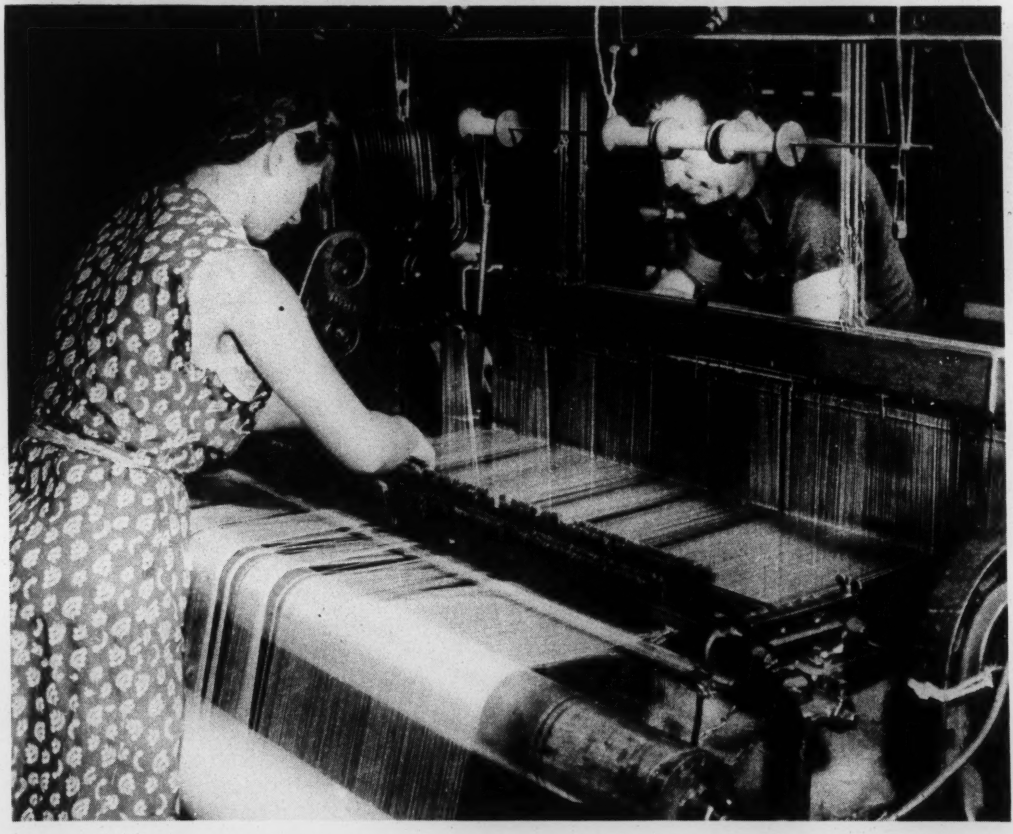
VA
N.C.
ARIZ.
N.M.
OKLA.
TEXAS
ARK.
TENN.
S.C.
MISS.
ALA.
GA.
LA.
FLA.
ME.

ONLY THESE STATES HAVE EQUAL PAY LAWS.

If you work in one of the 43 states that are blank on this map, then you need to fight for a law like the following:

Any employer in this state who shall discriminate in any way in the payment of wages as between sexes or who shall pay any female a less wage, be it time or piecework, or salary, than is being paid to males similarly employed, or in any employment, work or service formerly performed by males, shall be guilty of a misdemeanor. If any female employee shall receive less compensation because of being discriminated against on account of her sex, and in violation of this section, she shall be entitled to recover in a civil action the full amount of compensation that she would have received had she not been discriminated against, less any monies paid her by way of compensation.

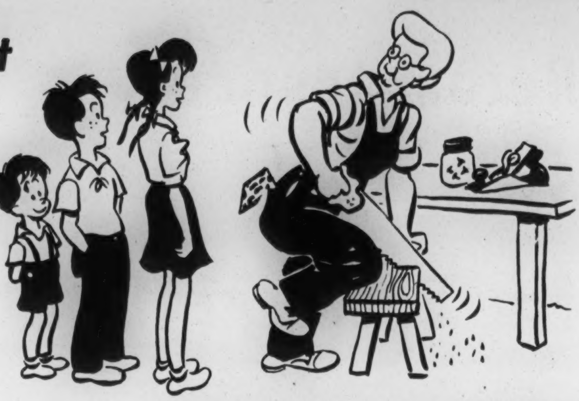
ARE YOU MAKING CERTAIN YOUR STATE LEGISLATURE HAS A MAJORITY OF PEOPLE WHO WILL SEE TO IT SUCH LAWS AS THESE ARE PASSED?



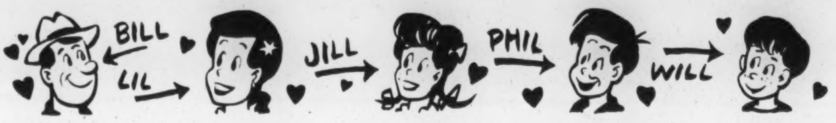
TEXTILE WORKERS, 49% women, receive a much lower average wage than wages in other key war industries. Last year the average weekly pay in the industry was $24-$26 in Illinois, $30 in New York.

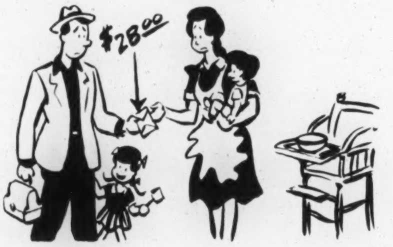
"Grandma, tell us the story about

BILL, LIL, JILL, PHIL and WILL."

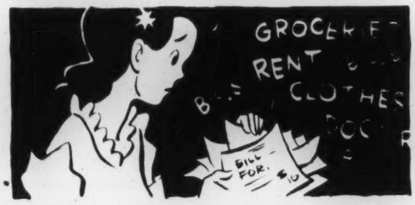


ONCE upon a time my daughter Lil (that's your mum) married a fine young man named Bill. Yes, that's your Pop. When this story starts Jill was three years old and Phil was just one year old, and you, Will, didn't exist at all yet. It was nine years ago, in 1935. Bill and Lil and Jill and Phil lived right here but there were only three rooms then. That was before the addition was put on. Your mother was always a good housekeeper, even if it took her all day being it.

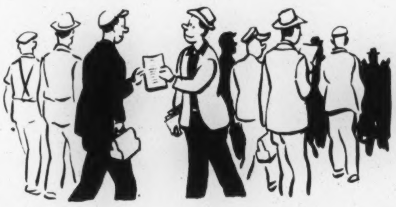




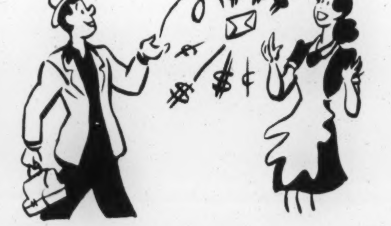
1 Every day your father went off to work for ten hours and he helped make thousands of new cars. All he got paid was $28 a week, so you had an old car.



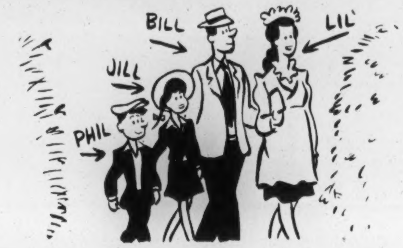
2 How your mother kept up when Jill had appendicitis **and** the old car broke down **and** your Pop was laid off for three months, I don't know. Your father got good and mad when he read the company made 50 million that year, and him killing himself working like a slave one month and laid off the next. He and the other workers decided to fight for their rights.



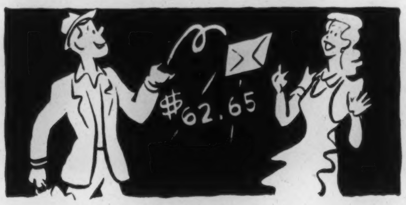
3 They made up their minds to get every man in the plant into the CIO; to unite and get a decent break far themselves.



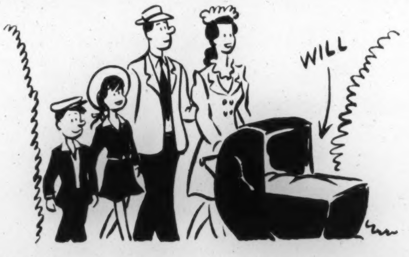
4 1937 was a fighting year. That's when they had those sitdown strikes your father tells about. Some of the workers were killed and many hurt, fighting the management. But your pop and his friends won: the right to organize, seniority rights, decent hours, no speed-up. In 1938 Pop got 97c an hour instead of the 74c he got in 1935! That's the year Bill and Lil got the addition put on the house.



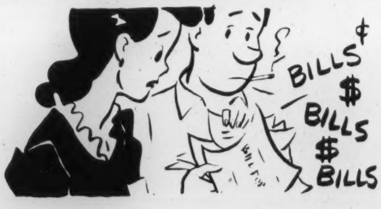
5 And there was a little extra money so all of you got some new clothes and went to the movies.



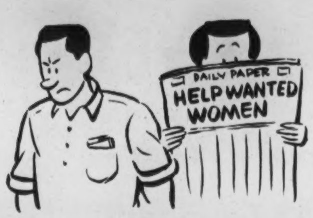
6 Big pay checks came rolling in.



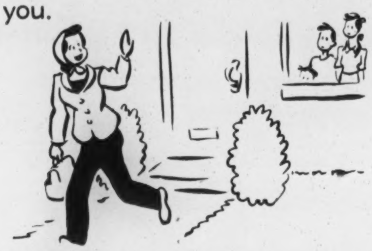
7 And along in 1942, Will rolled in—and the war rolled closer to all of us. Pop worked seven days a week making tanks.



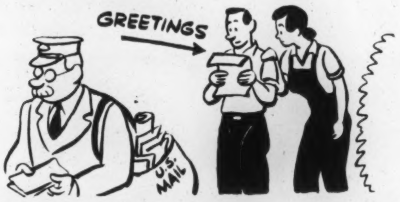
8 I regret to say that prices went up. Pop made $75 a week, but it wasn't enough.



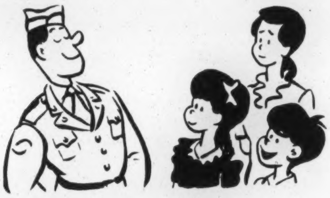
9 Lil said she'd get a job. Your Pop didn't like the idea till she explained she **wanted** to work and I could help look after all of you.



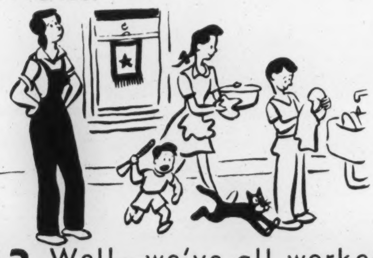
10 Pop was day shift and Mum was night shift—but it was okay—enough money to pay the bills and both were helping in the war production.



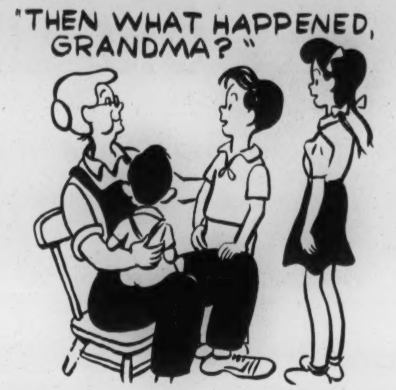
11 One day the government invited Bill to have an army physical. Lucky Lil had gone to work!



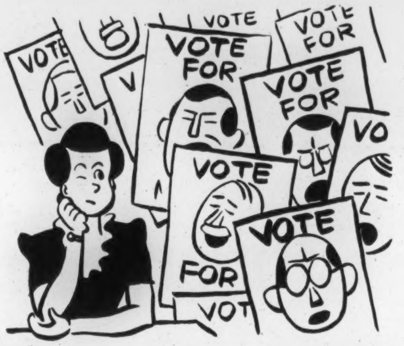
12 Pop looked swell in his uniform, didn't he? Now he's in France.



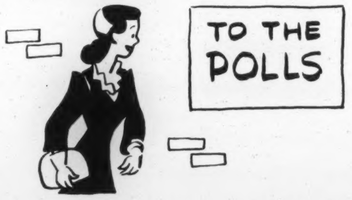
13 Well—we've all worked hard, haven't we? Maybe we'll find a nursery school for Will, here, soon. Did you know your mother's gotten **two** raises? And Jill's getting to be a real housekeeper. I never felt brisker in my life.


"THEN WHAT HAPPENED, GRANDMA?"

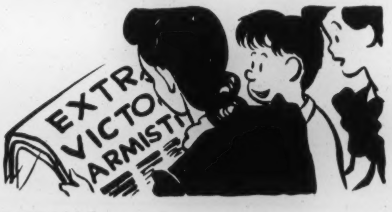
14 Now, kids, we have a real fight on our hands here at home, that we've got to win while your Pop wipes up those fascists!



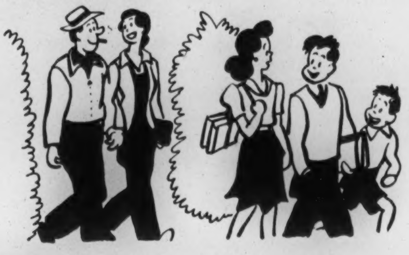
15 Same as your Pop fought for his rights, striking in 1937, we have to fight to make sure we get people to make plans and laws for the country who'll see we can live better than we ever have before. We've all worked to win the war—but we aren't through yet.



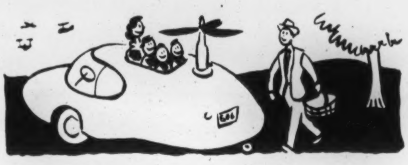
16 If we grown-ups all get the right people elected, we won't have to strike and fight wars to get what's coming to us. And we have plenty coming to us.



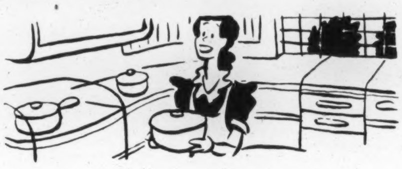
17 When the war is won and your Pop comes home—if we can win our fight in the war where ballots are bullets, things will be worked out the way Bill and Lil and Jill and Phil and Will want them.



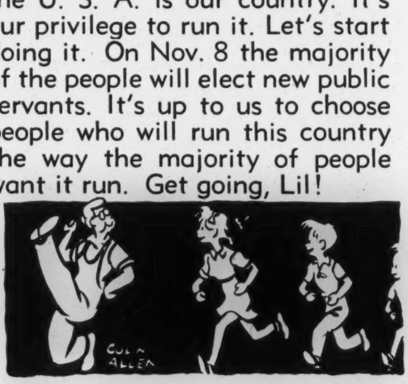
18 If Bill and Lil both want jobs, they'll have them—work 30 hours a week, the same amount of time the kids are in school. Plenty can be produced for everyone if all the production is planned.



19 After school and work there will be time for family picnics—and we'll fly far away in our auto-aeroplanes. And there will be ample time to keep our public servants in line.



20 Housework will be a pleasure when modern rooms can be dusted and washed by pushing buttons and turning on taps; when dirty dishes go down the incinerator along with the garbage. You'd like all this? Well, the U. S. A. is our country. It's our privilege to run it. Let's start doing it. On Nov. 8 the majority of the people will elect new public servants. It's up to us to choose people who will run this country the way the majority of people want it run. Get going, Lil!



YOU HAVE ONLY ONE LIFE TO LIVE

Thousands of Workers are Seriously Injured Every Year—Hundreds of Thousands of Workers Have Lost Their Health Permanently from Working Under Bad Shop Conditions

NINETY-NINE CHANCES OUT OF A HUNDRED SOME HEALTH OR SAFETY LAW IS BEING BROKEN IN YOUR SHOP.

But, if you don't know what the law is, what can you do about it? You can:

WRITE: To your State Department of Labor for all laws and regulations covering health and safety hazards, hours, rest periods, lunch periods, and sanitary conditions.

WRITE: To the Women's Bureau of the U. S. Department of Labor, Washington, D. C., for their recommendations and standards on these problems.

WRITE: To the Research Department of the UAW-CIO for their recommended state laws. (The above will take you all of half an hour!)

READ what is sent you and find out whether in your place of employment the management is obeying all the state laws, whether or not the state law is in line with the Women's Bureau and UAW recommendations or needs revamping.

REMEMBER the Walsh-Healy Act, a federal law, requires that all women work in a healthful environment, in case your state laws are inadequate.

NOW, SISTERS, LET'S STOP GRIPING AND ACT. With the existent legal possibilities for obtaining healthy and safe working conditions, by working together, we should get them. Consult your union grievance committee. Submit plenty of policy grievances. Get advice from the UAW Research Department if need be.

ELECT A CONGRESS AND STATE LEGISLATURES WHICH WILL PASS THE KIND OF LAWS WHICH ASSURE YOU AND ALL WORKERS LONG, HEALTHY LIVES

A CIO HEALTH DIRECTOR

The proposed Equal Rights Amendment to the Constitution of the United States would destroy state wage and hour laws, and health legislation for women.

(For further information and action to be taken against this amendment, write the Congress of Women's Auxiliaries of the CIO, 109 15th St., Washington, D. C.)

THIS AMENDMENT MUST BE KILLED!

Are You Safe and Well by Contract?

Of course some managements consider their employees as just part of the machinery. (And if that's the case where you work, it should make you mad enough to do plenty of active union work.) But plenty of bosses are quite humane, and besides it pays to keep the workers healthy and whole.

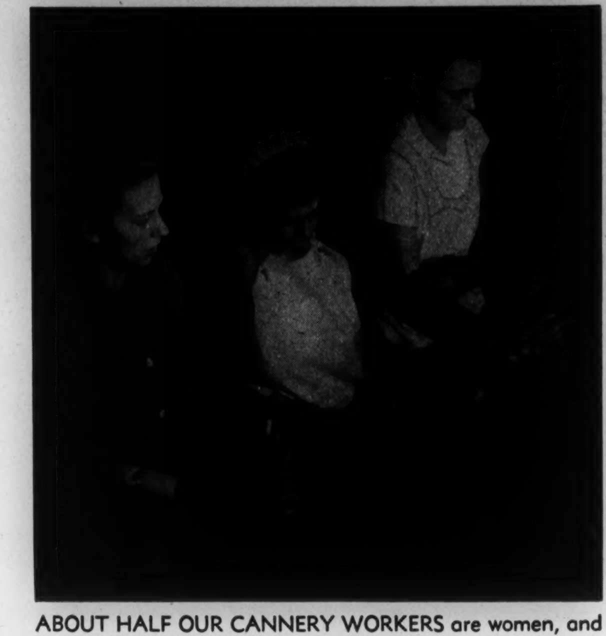
Every union contract should have specific health and safety clauses. For example:

A health and safety committee should be set up consisting of three representatives of the company, including the safety official, and three representatives of the union.

The company should agree to maintain sanitary, safe, and healthful working conditions, to equip all hazardous machinery with effective safety devices, to maintain precautions against occupational diseases, poisoning, or their symptoms, and to furnish without cost to employees whatever equipment and clothing may be needed for the safe, healthful, and protected performance of their jobs.

The duties of the health and safety committee should include educating the workers on all matters pertaining to health and safety; examining the causes of and recommending and securing preventions for all accidents and diseases; seeing that healthful conditions are maintained throughout the plant; taking steps to see that all disputes are adjusted by the committee or carried to the final bargaining step provided by the contract; supervising the handling, distribution, and sale of all food in the plant.

The Research Department of the UAW-CIO has ten recommended clauses covering the above points and others of vital importance to health and safety. Send for these clauses—and then make it your business to see that everyone else makes it their business to get your shop made a safe and healthy place to work because the contract says it has to be that way. (Incidentally, did you ever read the contract of your local?)



ABOUT HALF OUR CANNERY WORKERS are women, and a third of all food workers. They meet seasonal manpower crises. Their wages are way below average.

To Cure The Disease Called Company Counselors

In some plants more nervous indigestion is caused by female company counselors than by any other single bad shop condition. A way has been developed to keep this plague under control.

First obtain in writing the actual duties assigned these women by the management. Often they are technically supposed to keep the washrooms cleaned up, but on the side they act as policewomen. Broadcast the assigned duties of the counselors to all women workers.

From there on out if any counselor does anything outside her realm, which usually happens every five minutes, report the matter at once to your committeeman and get policy grievances filed.

Within a short time the counselors will be going mad instead of the union members.

Meanwhile, if the women in your local are beset by out-of-plant problems, such as child care, shopping, or housing, write to the War Policy Division of the UAW and ask them for the most recent developments on the experiment they have been conducting with a view to setting up union counseling services in locals.

How Long Do You Work?

For Wartime Production the War Department, Navy Department, Maritime Commission, Public Health Service, War Manpower Commission, War Production Board, Commerce Department, and Department of Labor recommend that:

1. One scheduled day of rest approximately every seven days should be a universal and invariable rule.
2. The eight-hour day and 48-hour week approximate the best working schedule for sustained efficiency in most industrial operations.
3. Vacations, being conducive to sustained production, are even more important under emergency conditions of industry today than in peacetime. Vacations should, of course, be staggered and spread over the longest possible period in order not to interfere with production.

Almost two-thirds of those employed in COMMUNICATIONS are women.

A CIO FINANCIAL SECRETARY

Women compose twenty percent of the WORKERS WHO MAKE THE MACHINES which others use to turn out the goods.

Let's Not Discriminate Against the Men!

REST PERIODS:

Five to ten-minute rest periods in every four-hour work period increase output by five to ten per cent. Every man and woman in your shop should have a regular rest period.

Here is a recommended contract clause:

In addition to a regularly scheduled lunch period, each employee covered by this agreement shall be given two 10-minute rest periods in each workday. During such periods the employee shall be free to leave his work place. Such rest periods shall be paid for at the employee's regular rate and shall not result in lengthening his over-all workday.

California, Oregon, Pennsylvania and Utah have state laws requiring rest periods for some women. Rest periods are recommended by the U. S. Dept. of Labor for women and should be a legal requirement under the Walsh-Healy Act. (See page 11.)

LUNCH PERIODS:

Every important U. S. department recommends a 30-minute lunch period from the standpoint of both health and productivity. The Walsh-Healy Act should be useful in obtaining this.

Here is a recommended contract clause:

Every employee shall be given a regularly designated lunch period which shall occur not more than five hours from the beginning of the employee's workday. Such lunch period shall be at least 30 minutes. A 30-minute lunch period shall be on company time. During his lunch period no employee shall be required to remain at his work place or to perform any duties connected with his employment.

CLERICAL WORKERS have been slow to organize. They earn below average wages although no business could function without them.

EDITOR OF AN INT'L CIO NEWSPAPER

WHILE HER HUSBAND'S IN THE ARMY, SHE KEEPS THE JOB GOING.

Too Heavy for a Woman to Handle?

Of course there should be laws governing the weight any worker can safely lift. Many states have such laws, but only for women. It is equally dangerous for men continuously to lift heavy objects.

Lifting and conveying devices have been installed in many plants to make it possible for women to do certain jobs. Such devices should be installed in all plants wherever necessary, whether the job is to be done by men or women.

The installation of such devices or the provision of male helpers on certain jobs now done by women are more often than not used as an excuse on the part of management to lower wages. In actuality the total production after the installation of mechanical devices or the provision of helpers is usually increased. It is imperative that all union members be vigilant and make certain that all such cases where management tries to lower wages be thoroughly investigated. In many plants the wage rates have been held. Write the UAW Research Department for examples.

Toilet Facilities —

The Women's Bureau of the Department of Labor has made the following recommendations concerning toilet facilities. 1) separate construction for men and women, 2) each toilet unit to be enclosed, 3) easily accessible, 4) one toilet to each 15 women employed, 5) holders for paper at convenient heights, 6) covered receptacles, 7) adequately lighted mirrors, 8) heat in winter, 9) adequate supply of soap, towels and paper, 10) proper ventilation.

Check your state law.

WE SEE THAT CHILDREN GET THEIR MILK

CHIEF STEWARD

HAVE A SEAT, LADY?

All states except Mississippi have laws requiring some kind of seating arrangements for women workers. Many of the laws require that every woman shall have a place to sit whenever she is not at a machine which requires standing to operate it. That means a woman may sit while her machine is being set up or overhauled, which means a seat of some kind by every machine.

Oddly enough many managements are not obeying their state law—and many workers do not know of the existence of such laws.

PLEASE check your state law. If it isn't up to Women's Bureau recommendations, remember the Walsh-Healy Act.

IS EVERY worker in your shop set to vote for the people who will see to it that every worker in the United States has a legal right to the best of shop conditions?

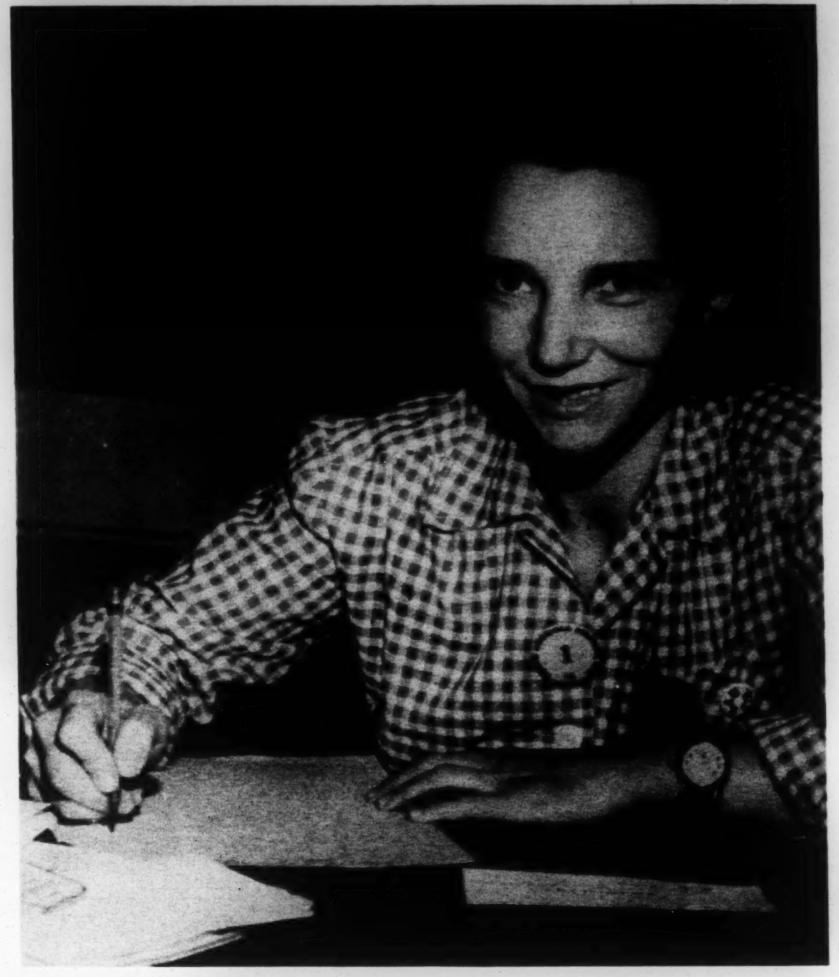
Are you seeing to it through your local that the management is complying with all the existent laws?

In 1940 only 17.6% of those working in CHEMICALS were women. In 1943 women comprised 46% of all chemical workers.

She Wants That Baby— And She Sure Needs That Job—

WHAT TO DO?

Women can safely work in industry while they are pregnant if **all** the provisions of the UAW recommended maternity contract clauses are adhered to. It is vital to many pregnant women, especially wives of soldiers, that they retain their jobs. No humane employer can possibly refuse to make these clauses a part of your contract. They were worked out with the best medical advice and also follow the recommendations of the United States Women's Bureau.



MEMBER OF A CIO LEGISLATIVE COMMITTEE

MATERNITY CONTRACT CLAUSES

"1. Whenever an employee shall become pregnant, she shall furnish the company with a certificate from her physician stating approximate date of delivery, nature of work she may do, and length of time she may continue to work. Upon the request of the company she shall furnish an additional certificate containing like information every 30 to 45 days.

"2. She shall be permitted to continue to work, in suitable employment, in accordance with her physician's recommendation; and she shall be allowed to work until two months before expected date of delivery, if her physician certifies that she is able to continue working.

"3. She shall not be employed on the midnight shift; nor more than eight hours a day nor more than 48 hours a week; nor at any work requiring heavy lifting, or continuous standing or moving about, or other work listed as hazardous for pregnant women by the Children's Bureau and the Women's Bureau of the U. S. Department of Labor; and she shall be allowed a 15-minute rest period during each half of the work shift.

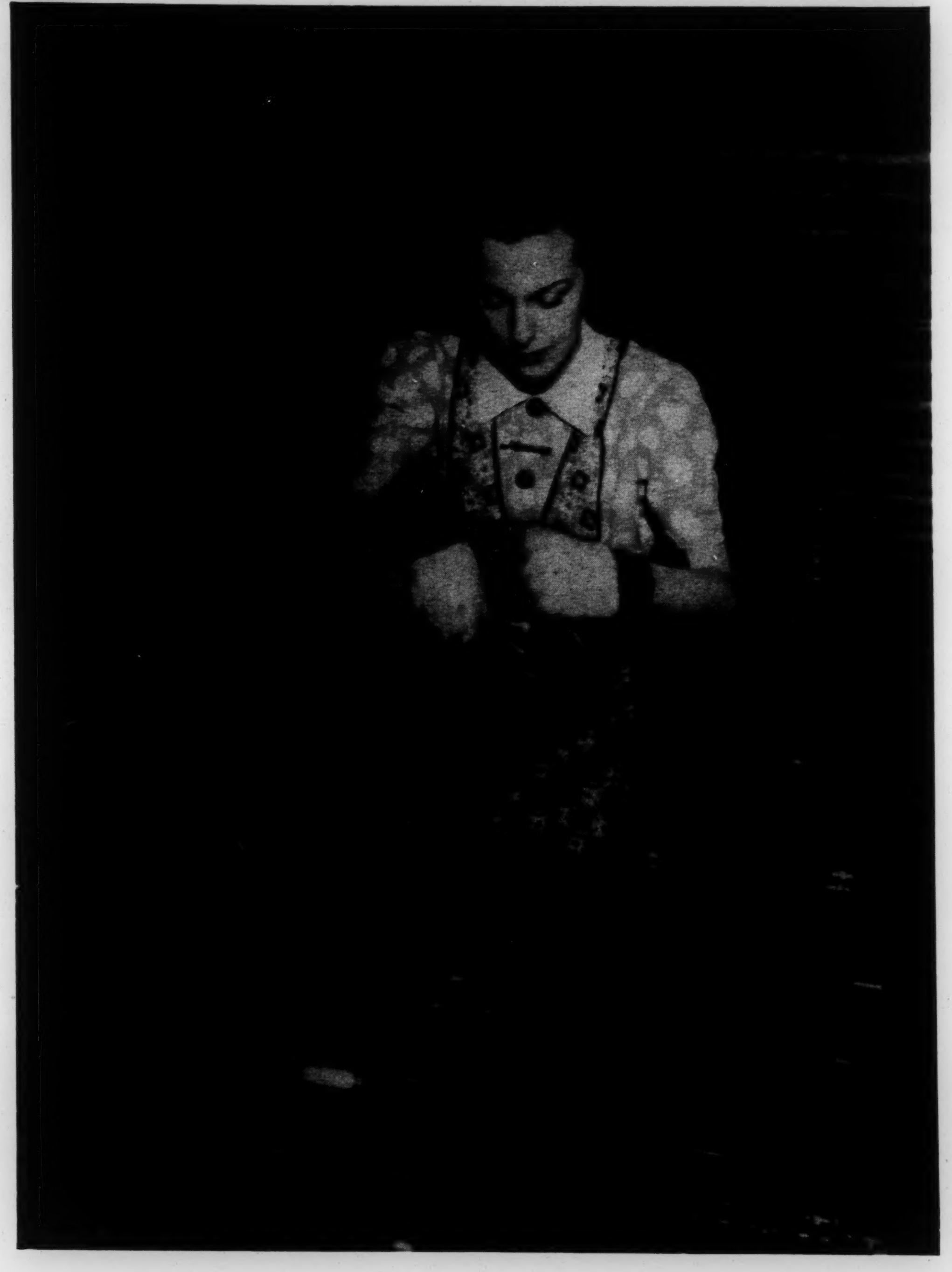
"4. Whenever she is required to interrupt her employment upon the advice of her physician she shall be immediately granted a leave of absence until she is able to return to work. Upon presentation by her of a certificate from her physician that she may return to work, she shall be so returned; and her seniority shall accumulate during the period of such leave of absence.

"5. She may return to work after delivery upon presentation of a certificate from her physician that she is able to work. Upon her return she shall be placed in suitable employment in accordance with the recommendation of her physician.

"6. Upon expiration of a period of two months after delivery, the company shall have the right to require a physician's certificate in support of her request for a continuation of her leave of absence, at intervals of not less than thirty (30) days.

"7. IT IS UNDERSTOOD that these clauses applying to employees who become pregnant shall not be construed to deny or restrict, but shall be deemed to enlarge, any rights (including rights involving leaves of absence or light employment) to which they may be entitled under any other provisions of this contract."

NURSES AND TEACHERS and other professional workers make up almost half the four million women white collar workers in the United States. Over two million are in wholesale and retail trade. Many are now doing factory clerical work (quite different from routine office work) in industries that intend to keep them after the war. The picture is of a CIO Local President.



THE AMMUNITION INDUSTRY is the key war industry that was most eager to accept women, who make up more than two-fifths of its present labor force. Many of the new, war-created jobs can be done just as well by women as by men and had no sex traditions to be overcome. Women handle hazardous black powder, have to keep their wits about them in these jobs.

What Do You Care About Children?

Care has been provided for the children of war-working mothers through private schools; with the assistance of welfare agencies financed by private donations; through city, state, and federal funds, singly and in combination.

Still it is generally agreed that only about one-third of the total number of children needing care have received it. The fact that the children of our nation have been neglected in wartime is clearly the fault of the voting population of the nation.

Those of us who in the past allowed the election to public office of men, or women, who voted against the use of public money for the care of our children—all of us who permitted these people to have a voice in government—are guilty of having hurt our own children and every child in the nation.

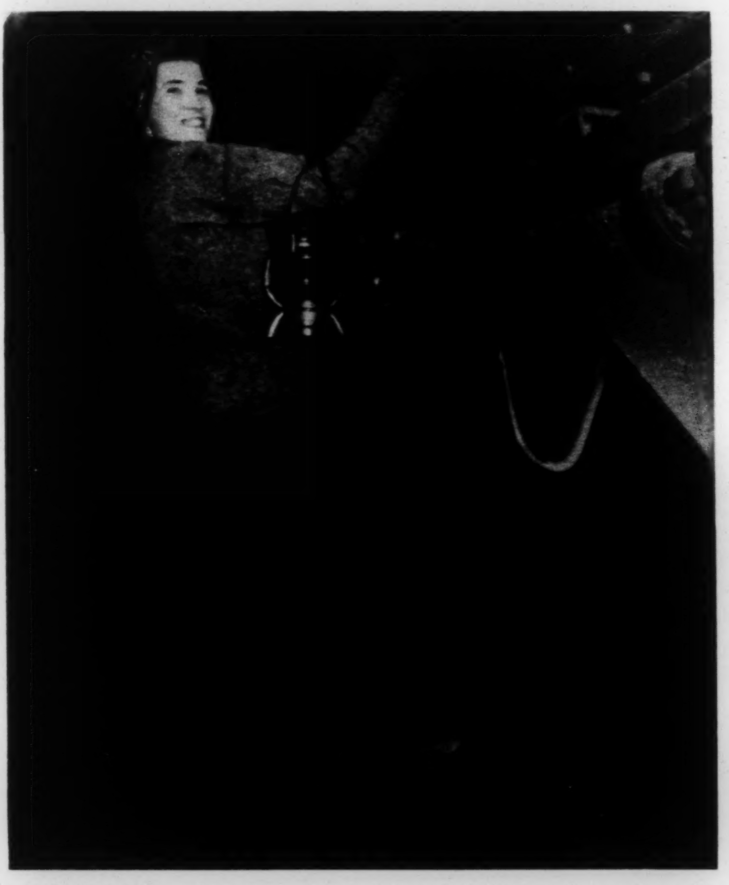
The Federal Funds for child care appropriated under the Lanham Act and distributed by the Federal Works Agency have been inadequate. But within the limit of those funds here and there in the USA, funds for the following kinds of services have been made available:

1. Group care for infants under two years of age.
2. Group care for children from two up through all the ages covered by the public schools.
3. Maintenance and expansion of normal school services in congested areas.
4. Recreational programs where existing facilities are inadequate.
5. Assistance to public health authorities in the treatment of venereally infected persons. (The average of girls treated in such centers is 18, many being much younger).
6. Protective services, such as policemen and policewomen.

There is not a single CIO local which is situated where there is not need for more and better child care facilities.

IF WE IN NOVEMBER RE-ELECT ANY OF THOSE PEOPLE TO PUBLIC OFFICE WHO HAVE NOT FAVORED THE APPROPRIATION OF ALL THE PUBLIC MONEY NECESSARY FOR THE CARE OF THE NATION'S CHILDREN IN WARTIME, AND HAVE NOT BACKED FULLY ANY VITAL PROPOSED PROGRAM AT ANY LEVEL, IF WE ELECT ANYONE TO PUBLIC OFFICE WHO WILL NOT AT ANY TIME, IN PEACE OR WAR, FAVOR SUCH EXPENDITURES AND PROGRAMS, WE SHALL HAVE COMMITTED A CARDINAL SIN AGAINST OUR OWN CHILDREN AND EVERY CHILD IN THE NATION.

Check the records of everyone for whom you are going to vote in November. Patting babies on the head is not evidence that your public servant will heed your wishes when it comes to voting for appropriations or installing good school programs.



WOMEN OIL and clean engines. About 200,000 work on the railroads. Almost as many went into this work during World War I.

RECORDING SECRETARY

ANY WOMAN who is fortunate enough to be able to join a union will do so if she understands why that union was formed, what it has done and can do for its members. Any woman who understands how a union works will become a good union member. Any woman who wishes may become a union leader. Unions are built and made strong and kept strong from the bottom up. Good union members are good citizens. Strong unions build democracy.

What Is Your Local Doing To Educate and Activise The Women In Your Plant?

SAVE FREEDOM OF SPEECH
BUY WAR BONDS

VOLUNTEER ORGANIZER

PAID ORGANIZER

Your Rights and Your Responsibilities

By R. J. THOMAS, President UAW-CIO

If there was one thing I certainly never expected to have happen, it was to find myself belonging to a minority group! But here I am, along with all the other men who can vote in this election, realizing that 60% of the votes will be cast by women.

We all know the women on the Republican side, the rich women, will vote to protect their interests, their property, their dividends. They will work, as they have always worked, to see that every woman who will vote for their interests gets to the polls.

Will all of our women, working women and wives of our members, register and vote? Will they be more active in the CIO Political Action campaign than they have been so far in union work?

Sisters, I know we men have made some mistakes, dealing with you as you entered our industry and our union. We were a little slow on the uptake. We had never been faced with women in great number in our shops until this war came along. While we have fought for women's rights in the past, it wasn't until recently that the union has won real gains.

One of the first things your union did was to make the fight for equal pay for equal work—and win the WLB decision. The International Executive Board of the UAW has asked all UAW locals to get equal pay clauses into their contracts; clauses on equal, plant-wide seniority for women; clauses covering the health and safety of pregnant women. We of the International Executive Board can approve and recommend such contract clauses, but we can't get them into your contracts for you.

We, your elected International officers, approve and desire that the 400,000 women in the UAW-CIO shall have full representation on all boards and committees from the top down. We are proud that UAW women are represented in the leadership of many of our locals.

But, sisters, this is a democratic union. We do not appoint the leadership of this union, nor the leadership of any local. Our leaders are elected by a majority vote. We want, we need more women leaders. We are waiting for you to get yourselves into the leadership of the International Union, but we can't put you there!

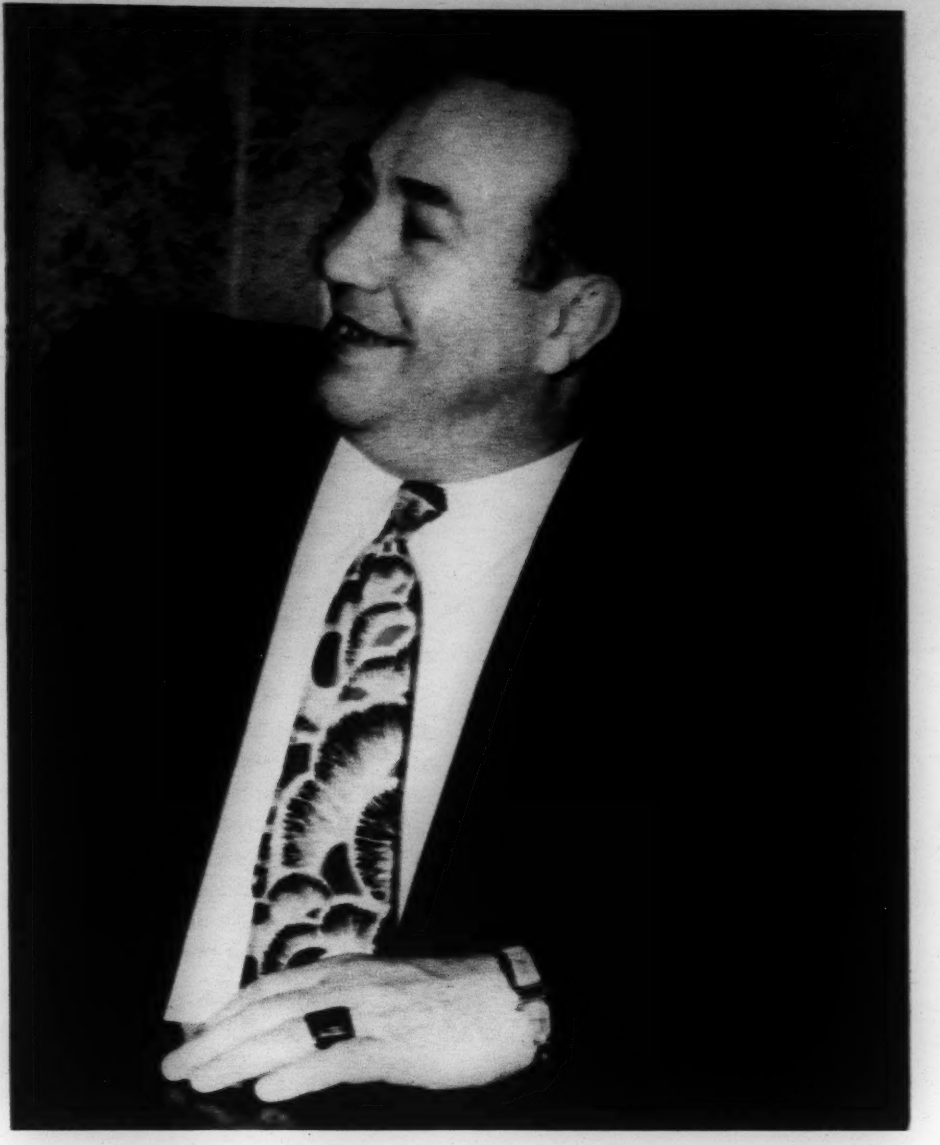
You can only get the clauses you need into your contracts and you can only become, as you should, a big part of the leadership of the world's largest union by working in your locals, by gaining recognition, by coming along as all of us men have, in the regular, democratic union way. We want to help you, we can and are helping you, but we can't do the whole job.

The CIO cannot do the job it has laid out for itself in the next election, we cannot oust the reactionary congressmen who are passing anti-labor legislation; who are raising prices so special interest groups can reap vast profits at our expense; who are soaking the poor and helping the rich in their tax programs; who are trying to force a return to Hooverism, breadlines, and unemployment — we cannot oust these enemies of the people and elect our friends; we cannot re-elect our proven friend, Franklin Roosevelt, unless every CIO woman and the friends and neighbors of every such woman get out and cast their votes on election day.

We know that if all you women help in the CIO campaign, we will win this election. We know you have the intelligence, the energy, the vision to see the problems with which the nation is faced and to cast your votes for the progress of the majority of the people, the working class, for yourselves and your sisters and brothers, and for those who are fighting in the war to uphold democracy.

If we do not win this election, the fights which this union made to get the right to organize, to get decent shop conditions and decent pay, the things you enjoy today, will have been lost. Laws will be passed which will wipe out all our gains. The peace after this war will be lost to us, won by reactionaries. Your brothers, your husbands, your friends who have been killed in battle will have died for nothing—if you do not come forward with us and win this election for them. We will, none of us, man or woman, be sure of a job after this war unless we elect a Congress which will put through the CIO full employment program giving jobs to all men and women who want them.

We men did most of the building of this union but we didn't do it alone. We had help and encouragement from our wives and sisters who weren't at that time in the plants. Now we need your help to keep the union strong and to make it stronger. Every woman in every plant must be organized. Every wife of every member must join our auxiliary.



R. J. THOMAS, whose father was a $60 a month railroad worker, managed to finish high school and two years of college. But that isn't what made him president of the UAW-CIO in 1939—or what has kept him in that office ever since. He got a thorough union education the hard way. He spent six years as a metal finisher in Fisher Body plant in Detroit. In 1929 he became a welder in a Detroit Chrysler plant. In 1934 he was elected to the first shop committee in his local. In 1936 he was president of Chrysler Local 7 when the local joined the UAW. He fought in the General Motors and Chrysler strikes in 1937, became a UAW International vice-president that year. In 1939 R. J. was elected president of the International and since then he has been re-elected every year without opposition.

Every woman must learn what trade unionism has done for the common people of this country. Women must be trained and encouraged to become part of our leadership in every local, to come into the International leadership. It is up to you, every individual among you, to see that every local adopts programs which will educate, organize, and activize the women in your plant. It is up to you women to make certain that the resolutions of your International Executive Board, which can only recommend things especially needed by women, become a part of the life of your local.

Sisters, we men know that we cannot alone maintain this union and strengthen it. We men cannot alone maintain and strengthen democracy in this country. We call upon you all to assume your democratic responsibilities and rights in the union, as we know you will assume your responsibilities and rights as citizens in this election campaign.

Every Woman In Your Local Can Become a Good Union Member

Throughout the whole CIO there are locals where women union members are disinterested in the union and inactive. In some shops there are large numbers of unorganized women workers. This situation can and must be corrected.

THE LEADERSHIP OF ANY LOCAL, OR EVEN A COUPLE OF LOWLY MEMBERS, CAN SUCCEED OVER A PERIOD IN ORGANIZING AND EDUCATING ALL THE WOMEN IN ANY PLANT AND IN ACTIVIZING A GOOD PORTION OF THEM.

Many of the most active union women members are married and have children. Half the women working today are unmarried and have no responsibilities outside the shop. Where there is a will to work in the union, a way is found. Usually a seeming lack of will is merely an actual lack of knowledge of unionism plus a lack of education for union work.

With variations depending on the situation, locals working along the following lines are successfully beginning to help women solve the woman problem:

1. The executive board or the education committee has asked an interested woman member to call together the eight or ten leading women of the local. Sometimes a woman goes to one of these groups and asks for the job. In any case, the executive board must give at least tacit approval to any plan to activize the women. They will usually give active assistance.

2. The eight or ten women meet alone to elect a chairman and to discuss the problems in which they know the largest number of women in the plant are interested. Always there are several legitimate gripes on shop conditions. Usually there are consumer and child care problems.

3. The women's committee discusses with the grievance committee which problems can be more easily solved through the regular grievance procedure, and seeks information from outside sources.

4. A larger women's meeting is then called to discuss one or two particular problems. The original eight women each bring three other women, leaflets are distributed and notices put on the bulletin boards. If 25 women come to the second meeting, you're doing okay even if there are 4,000 women in your plant. Rome wasn't built in a day.

5. The larger meeting is conducted by the chairman of the women's committee. The local president is invited to speak at the close of the meeting and a member of the grievance committee should be present. Any men who wish to come should be allowed at the meeting—but all men sit in the back and speak only when spoken to or when they can make a positive contribution to progress. Otherwise women who have acquired the habit of just listening to men and of not airing their grievances will not speak out.

6. After a discussion of the problems **from the floor,** solutions are suggested by members of the original women's committee. This may require an explanation of grievance procedure (which is Greek to many members). There is often some state or federal law which may be used if the management remains adamant. An explanation of this brings those present sharply to the realization that present laws depend on past political action; that only future political action can change laws; that a local union contract is only as good as all the members make it.

7. Further information may be required before solutions can be completely worked out. There is always some work to be done with the grievance committee, the executive board, or an outside agency. Volunteers emerge to assist the women's committee in the work. Subcommittees may be formed. Arrangements must be made to let all the women in the shop know what has been decided at the meeting and how the work progresses.

8. As the discussion takes place problems other than those on the agenda are posed by the women present. Plans can be worked out leading toward a solution of these problems. Classes may be instituted if a large number of women want them. Recreational projects, bad food, how to cover chairs, child-care—anything is apt to come up. Answers can be found.

THERE IS NO GROUP ACTIVITY WHICH CANNOT BE USED TO PROMOTE POLITICAL ACTION AND TO INCREASE THE PARTICIPANTS' KNOWLEDGE OF HOW A UNION WORKS—BY THEIR MAKING IT WORK.

And Then What?

There are experienced men in your local who will come in and help. Plenty of men want the women to get going but don't know how to start them.

The UAW-CIO International Education Department is anxious to receive reports on progress made by any local along any lines which have resulted in strengthening the union by activizing the women. We will print in AMMUNITION useful information received so that all locals can benefit by the experience of all other locals.

INFORMATION PLEASE?

You can get the answers to most of the questions on the working of your union right at your local office, either through the education committee or from a union officer.

However, when you come to specific problems affecting the women in your shop, a knowledge of what goes on in other locals, in your state capital, in Washington, is often extremely useful and helps you work out your solutions along lines already tried and proven successful.

YOUR UAW REGIONAL OFFICE: Every UAW local is attached fo a regional office which is staffed with International Representatives who service the locals. For information on what other locals in your region are doing to solve women's problems, write your regional office.

DEPARTMENTS OF THE UAW INTERNATIONAL (address, 411 West Milwaukee, Detroit 2, Michigan). All the departments of the International are run with your money for your benefit. These departments are at your service. Use them!

CONSUMER DIVISION: Information on price control, rationing, Consumer Cooperatives, Credit Unions, in-plant feeding.

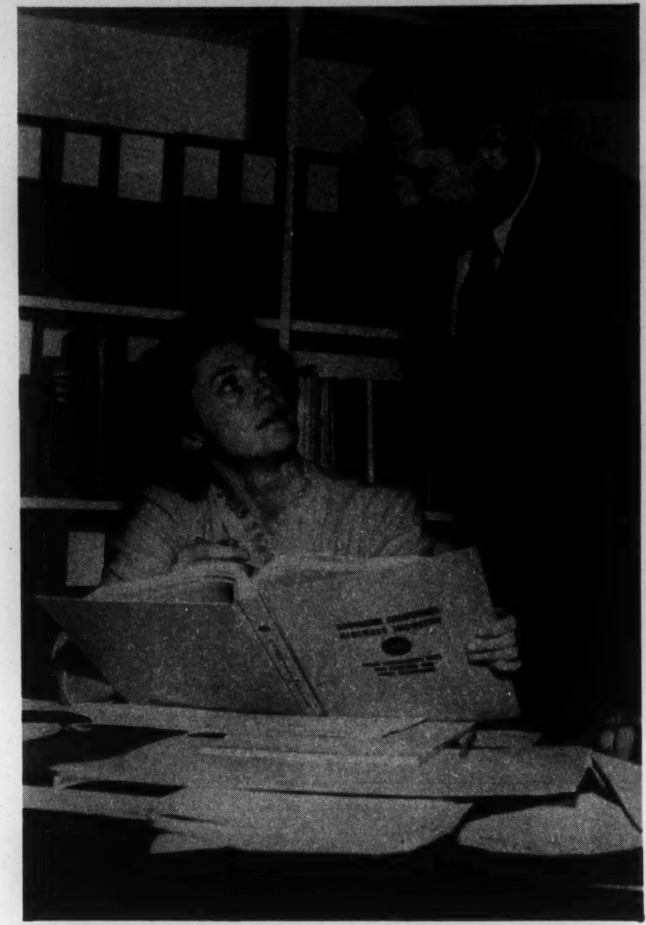
EDUCATION DEPARTMENT: Leaflets and pamphlets on all phases of union activity; help in setting up programs for local women's committees. Address inquiries on women's problems to Elizabeth Hawes, Int'l Rep., Ed. Dept.

HEALTH INSTITUTE: Information on standards for health and safety and on forming local health and safety committees.

RECREATION DEPARTMENT: Suggestions and assistance in organizing women's activities.

RESEARCH DEPARTMENT: Information on all aspects of union contracts, wage rates, WLB decisions, recommended contract clauses, state laws. This department is a storehouse of useful information on what goes on in all UAW locals regarding all kinds of negotiations with management and government. Address inquiries on women's problems to Mary Ann Loeser, Int'l Rep., Research Dept.

WAR POLICY DIVISION: Information on child care and the union counselling system. Address inquiries to Mildred Jefferies, Int'l Rep., War Policy Division, Women's Bureau. On housing problems address Miss T. L. Jackson, Housing Department.



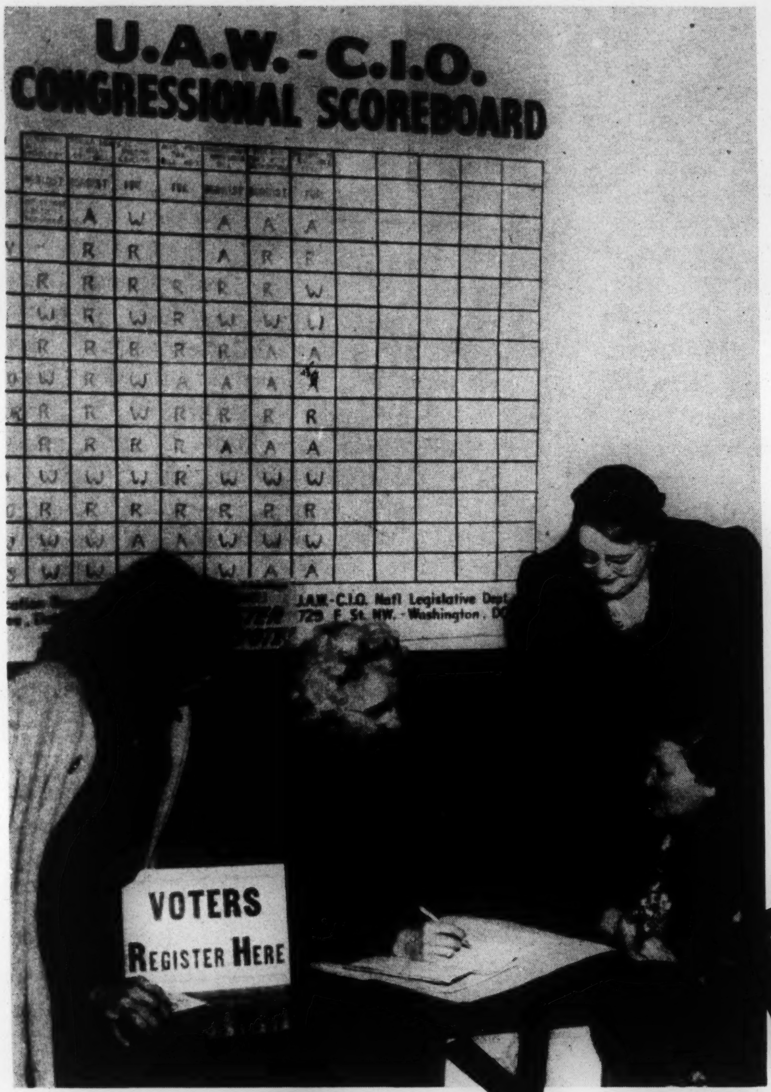
Sure, she can help him. She's a CIO RESEARCH DIRECTOR.

WOMEN'S AUXILIARIES: Information on organizing wives of war workers; help from local auxiliaries in union and community programs. Address Catherine Gelles.

YOUR STATE DEPARTMENT OF LABOR. Get all laws and recommendations affecting working women in your state.

THE WOMEN'S BUREAU, U. S. DEPT. OF LABOR, WASHINGTON, D. C. Recommendations of this bureau on all matters pertaining to working women are generally recognized as minimum acceptable standards against which state laws and shop conditions may be checked. If your shop conditions and state laws don't measure up to Women's Bureau recommendations, get after the management through the union, register, vote, and keep after your governmental representatives!

Friends and relatives of every worker in your shop are risking their lives on battlefronts east and west to the end that democracy may be spread, strengthened, and broadened. Millions of men and women have died – thousands died today – to make a better world.


U.A.W.-C.I.O.
CONGRESSIONAL SCOREBOARD
U.A.W.-C.I.O. Nat'l Legislative Dept. 729 F St. NW. - Washington, D.C.
VOTERS
REGISTER HERE

To Make a Better World–

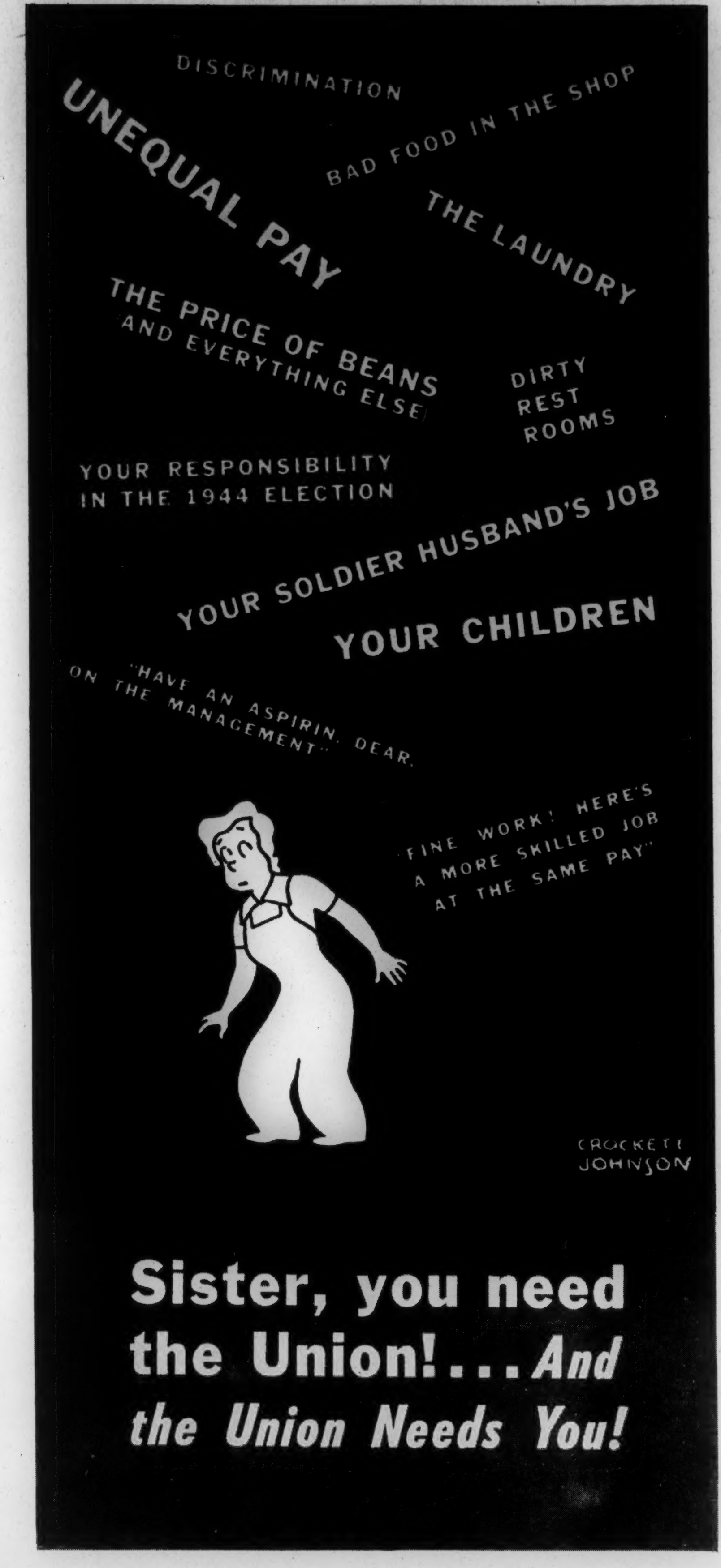
WE WOMEN WORK

WE ORGANIZE FOR GREATER STRENGTH

WE REGISTER

WE VOTE . . .

These Pamphlets Can Help You!


DISCRIMINATION
UNEQUAL PAY
BAD FOOD IN THE SHOP
THE LAUNDRY
THE PRICE OF BEANS AND EVERYTHING ELSE
DIRTY REST ROOMS
YOUR RESPONSIBILITY IN THE 1944 ELECTION
YOUR SOLDIER HUSBAND'S JOB
YOUR CHILDREN
"HAVE AN ASPIRIN, DEAR, ON THE MANAGEMENT"
"FINE WORK! HERE'S A MORE SKILLED JOB AT THE SAME PAY"
CROCKETT JOHNSON
Sister, you need the Union!... *And the Union Needs You!*

"Sister, You Need the Union! . . . And the Union Needs You!" (No. 41)

A Snappy leaflet for mass distribution.

35c per 100; $3 per 1000.

"Choosing Tomorrow—Jobs, or the Road to Another War?" by R. J. Thomas. (No. 43)

A pictorial discussion of what to do for postwar full employment.

2c each. $1.50 per 100; $12 per 1000.

"How to Win for the Union" (No. 2)

How the grievance procedure should work.

5c each. $4.25 per 100.

"How to Speak at Union Meetings" (No. 1) "How to Conduct a Union Meeting" (No. 4)

The ABC's of effective behavior in meetings.

5c each. $4.50 per 100.

"Every Worker a Voter" (No. 1. Registration; No. 2. Organizing the Community; No. 3. What Every Canvasser Should Know)

Three lively pamphlets to help in political action.

5c each. $3 per 100.

"Workmen's Compensation Law —What Every Worker Should Know About It"

10c per copy. Order by State.

ORGANIZE
REGISTER & VOTE

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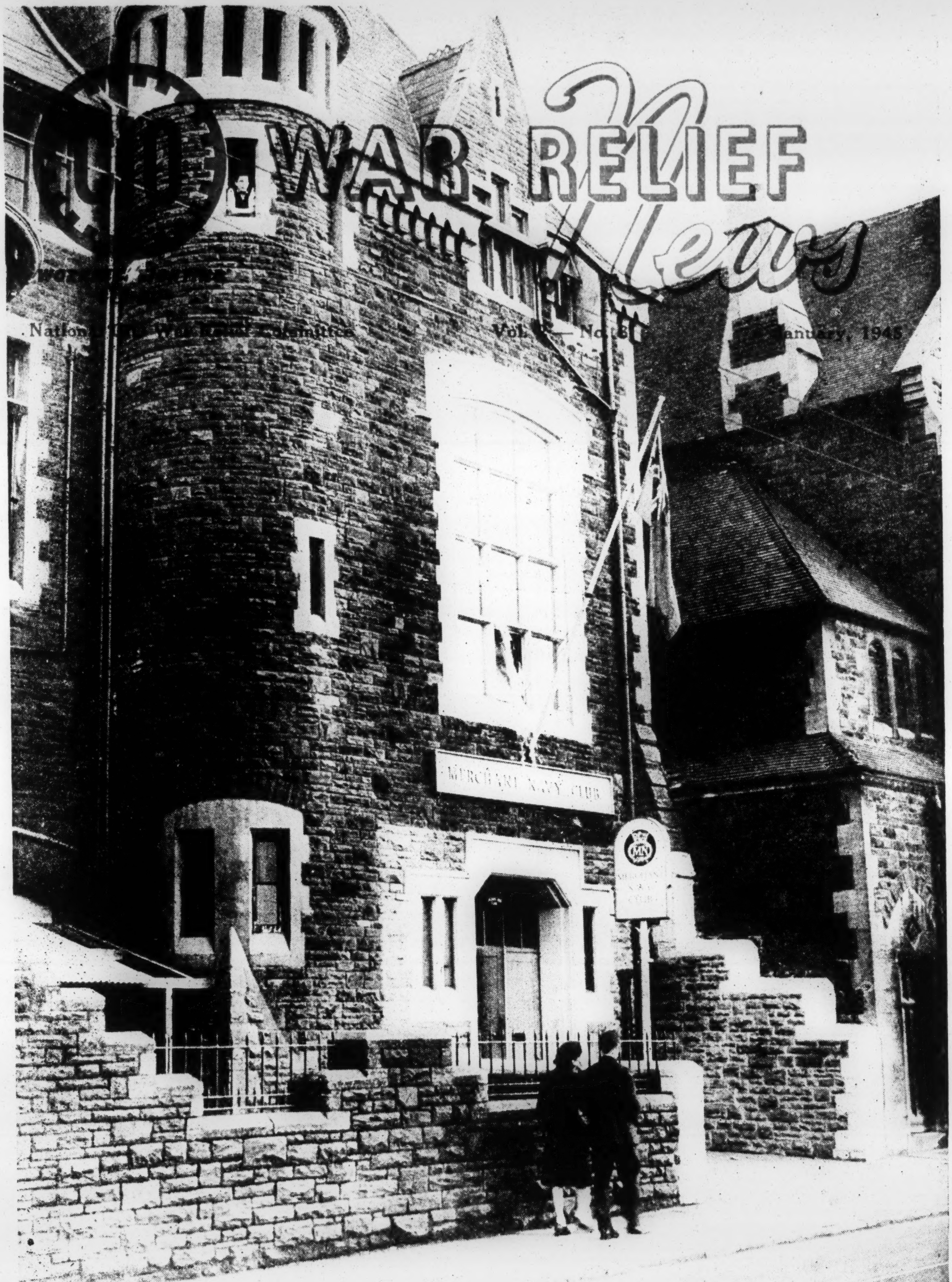
CIO WAR RELIEF News

Nation[illegible] War Relief Committee Vol. [illegible] — No. 3 January, 1945


MERCHANT NAVY CLUB
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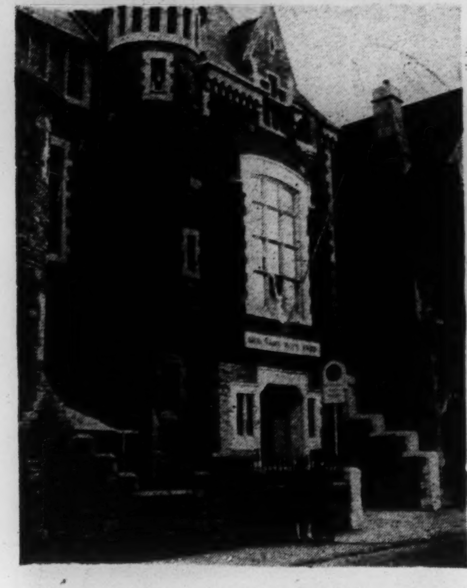
MERCHANT NAVY CLUB

This Month's Cover



Where CIO workers of America extend their hospitality to merchant seamen at Cardiff, Wales. Funds contributed by CIO members have been used to recondition this old Church school building into a modern club where seamen can buy a complete dinner for thirty-five cents and "a high tea" for a quarter. Concerts and entertainments are given regularly in the great dining hall.

Regional Conferees Set CIO's Program For Red Cross Drive

THE Midwestern and Western regional conferences of the National CIO War Relief Committee were held January 8-9 in Milwaukee, Wisconsin, and January 17-18 in Salt Lake City, Utah. The conferences, which were attended by Leo Perlis, National Director of the Committee, department heads from the national office, and the Committee's area directors, reviewed the War Fund campaign and made final arrangements for the coming Red Cross campaign.

The program of the Committee for the coming year was discussed. This included the work in foreign war relief, veterans and servicemen, and the clothing collection drive which is sponsored by the United Nations Relief and Rehabilitation Administration. The discussion of community organization covered labor participation in the community, the union counselling program which the Committee has set up, a shop stewards training course, and the guide for CIO members of social agency boards which the Committee is publishing.

The eastern regional conference is being held in New York City, January 25-26, as the War Relief News goes to press. A report on the conference will be carried in next month's War Relief News.

Unfinished Business

The men who lie in long rows in army hospitals—who must learn slowly and painfully to use crippled limbs again, know that for them the war isn't over—that for them there is still a job of finding their way back to strength and security. And until these men have finished that job, every one of us—every CIO citizen, every American—must back them up. That is why CIO citizens, working through the National CIO War Relief Committee, are supporting the Red Cross, helping our fighting men to find their way back—to finish the job.

—PHILIP MURRAY

IN this fourth wartime year, CIO men and women everywhere prepare to carry out this pledge of their national president to assist the American Red Cross in continuing its manifold services for our millions in the armed forces.

The campaign opens formally on March 1, and this is a date which Americans may well regard as a time of rededication to their duty to help maintain at the peak of its effectiveness an agency that stands beside the men in hospitals, recreation centers and camps and on battlefields all over the world.

* * *

THE optimists of today were pessimists only yesterday. They may be pessimists again tomorrow. They swing and sway with the news of the day. Under the influence of recent headlines they are once more confident that the war will be over in sixty or ninety days.

Whether we agree with them, is important only to the extent that it affects our activities on behalf of the war effort. It is all to the good if hope for speedy victory quickens all the home front tasks that spell ultimate defeat of the enemy. But it can lead to actual prolonging of the struggle if it brings a mood of celebration, a let-down in action, a headlong change-over to peacetime thinking.

* * *

THIS is not speculation. It has happened. It appeared as "a cloud no larger than a man's hand" when we struck at Casablanca. It broke like a storm when we landed in Normandy. The optimists, scanning the headlines on a morning in June, saw the end of Germany by Christmas. Mid-January finds us with a determined enemy still on our hands, with a serious problem in supplying manpower for war production, with a greater need than ever for the service agencies.

* * *

The campaign will not lack support wherever there are CIO men and women. The more than a million CIO members in the armed forces have learned at first hand the value of Red Cross. And as they and their comrades go forward with their "unfinished business" of winning the war, the home front fulfills its part by whole-hearted support of the campaign that will enable the Red Cross to carry on its great work.

CIO Dollars for Freedom

Irving Abramson Sees Funds Bolstering Britain's People, Europe's Underground

"AMERICAN trade unionists are playing a tremendous role in bringing to Europe's war victims not only relief from immediate sufferings but the means to continue the underground fight against the Nazi oppressors."

That was the gratifying answer Irving Abramson, chairman of the National CIO War Relief Commitee, received in London when he put the question of the effectiveness of CIO's overseas projects to Jan Becko, Minister of Social Welfare in the Czechoslovakian government.

Abramson has recently returned from three weeks in England where Becko was only one of the many well-informed people from whom he learned that funds advanced by CIO members are doing a job not only for the cold, the hungry, the sick and the homeless but for the resistance movements that have fought the Nazis from behind their own lines through the long years of occupation.

"It was this aid," Becko told Abramson, "which made it possible also to rescue brave men and women who have risked everything in the fight for democracy. We can assure our American comrades that their material assistance is being utilized where help is mostly required, especially for the strengthening of fighting activities against the foe."

Describing conditions in Britian Abramson said, "I saw there the translation into actuality of what before my trip I knew only as plans on paper. And although a great deal remains to be done, what I saw gave me deep satisfaction as it certainly would have given the CIO men and women whose money helped make it possible, if they could have been with me.

The Ravages of War

"To read about the devastation Nazi bombs have brought to parts of England is one thing; to view it at first hand, to go among the people who have lost their homes and in many cases their loved ones, is another. It drives home the realization that we can never do enough to compensate these men, women and children who have borne the brunt of the war. It strengthens the determination to keep on doing as much as we can to ease their lot.

"I went about the country to learn at first hand what our program had

(Continued on page 6)

MESSAGE CENTER is a popular place at the American Red Cross Rainbow Corner in London, as Irving Abramson, chairman of the National CIO War Relief Committee, learned on his recent visit to England. The service enables soldiers to locate their friends—a matter that cannot be left to chance. Left to right are Verbon Gay, of New Orleans, club director; Sgt. Cameron Williams, Bowling Green, Ohio; (in back) Cpl. Carmen Collazzo, Philadelphia; Abramson; Sgt. Marvin Clayton, Kannapolis, N. C.; Sgt. Paul Wilson, Jackson, Miss.; Sgt. George Powers, Long Island; Sgt. Ray Ward, Bethlehem, Pa.

American Labor's War Relief Funds Give Vital Aid to Britain's Workers

SPECIAL labor projects in England are financed by the CIO and other American labor organizations through the National War Fund and the British War Relief, a member agency of the War Fund. This money is collected from union members in the War Fund's annual drive, and ear-marked for the special labor projects in England and other allied and neutral countries where relief is needed.

The money passes through the relief society to the special labor trustees who are approved by the National CIO War Relief Committee.

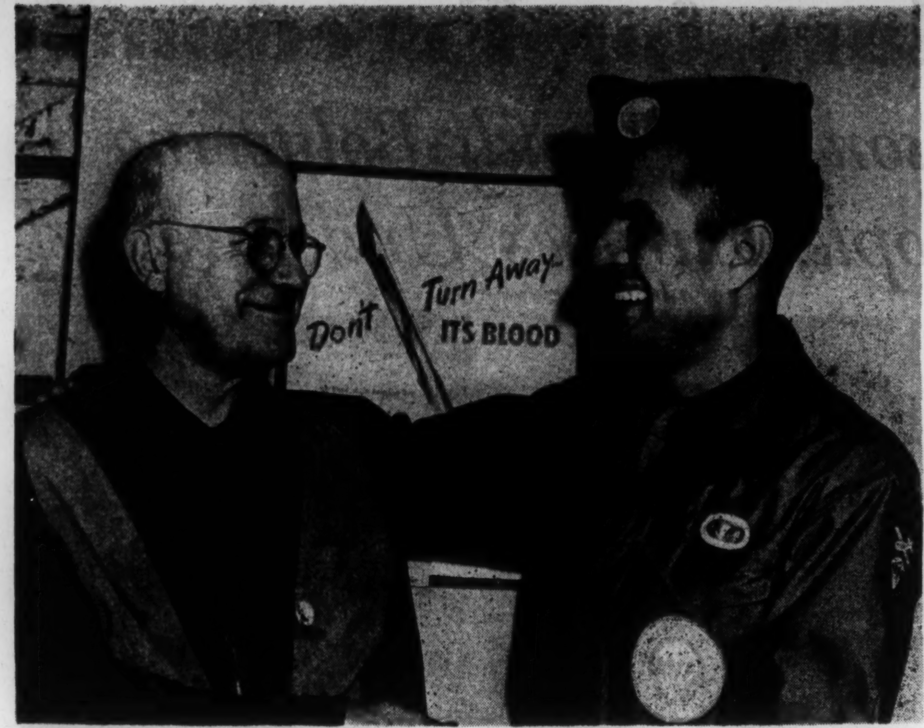
Relief money sent to England has provided rest-break homes for war workers, clubs and camps for workers on their vacations, and clubs for the merchant seamen of the United States and allied countries.

The strain of war-time industry and air-raids, and restrictions on food and travel have caused an increase in fatigue among war workers. With the help of American labor, rest-break homes have been opened for the British workers who have stuck to their jobs through years of bombing. War workers can vacation there for a week or a fortnight for less than $7 a week. A letter from a war worker, who spent a fortnight in a restbreak home, to her "American Friends" shows how much American union money has given to our English brothers.

"It is the happiest holiday I have ever had in my life," she writes, "and one I will never forget. I feel much better, and have come home feeling refreshed both in mind and body."

In addition to the rest-break homes for war workers in general, CIO funds

(Continued on page 6)



CIO Steelworkers in the Los Angeles area contributed generously to the California CIO's Christmas Blood Bank. W. R. Dillard, member of the Steelworkers' Local 2018, himself a gallon-and-a-half giver, receives thanks and greetings from Private Bect Corona, paratrooper, former president of Local 26 of the Longshoremen's and Warehousemen's' Union, CIO.

Jersey Community Lives A Lesson in Democracy

The American instinct for democratic self-government and a complete exclusion of racial and religious discrimination have been demonstrated in the formation of a Tenants' Council at the Victory Gardens Housing Development, a Federal Housing Authority community in Dover, New Jersey.

The election of council officers by the 1,100 members of the community resulted in cross-section representation of the groups making up the community which could not have been more exact if the tenants had gone through a self-conscious process of pro-rating representation. The Council Chairman is Stanley Usinowicz, an iron ore miner and charter member of the Dover Miners' Local 525, IUMMSW; he is a Catholic, as are more than one-third of the Victory Gardens' tenants. Mrs. Friedman, a housewife, is Council Secretary; she is Jewish, and about one-fifth of the tenants are Jewish. Treasurer is Bertell Lloyd, a university graduate who represents both the Protestant and the Negro groups in the community.

The outstanding fact, however, is that the officers were not elected on the basis of representing groups within the community; they were elected to get a job done. Their qualification for leadership and for service to the entire community came out in the planning period during which the tenants were working out rules and regulations for the orderly conduct of community activities.

Any town in the country could be proud of the work done through these elected officials: the establishment of day nurseries for the children of war-working mothers; summer recreation programs for all the children; bond drives; waste paper drives; religious classes and services held in the housing project—the whole gamut of a full community life.

To get the money for carrying on the wide range of community enterprises, the Council has conducted war bond raffles and has been successful in financing all activities over and above the routine ones for which the government budget provides. Earl Alexander, manager of this FHA development, reports that from the beginning the tenants have planned and carried through democratic management of their affairs in the manner that American communities from the time of the Pilgrim Fathers have gone about the job of building up a strong community life.

CIO Presents Views On Providing Proper Medical Aid for All

"Americans—especially those in the lower income brackets—aren't getting the right kind of medical care, because they can't afford it. Under the Murray-Wagner-Dingell Bill, for the first time in the history of our country, the American people would have adequate medical care—and American doctors would have a measure of economic stability such as they have never enjoyed before."

Advocating the passage of the Murray-Wagner-Dingell Bill, Robert L. Kinney of the CIO War Relief Committee, speaking for Leo Perlis, director, addressed the delegates at the annual conference of the New Jersey Welfare Council.

In support of his first contention, Mr. Kinney presented facts: that eight in every ten draft registrants have at least one physical defect; that 23,500,000 Americans have chronic diseases or physical defects that could be cured with the right kind of medical care; that in normal times 40% of America's families have incomes of less than $1,500 a year.

He then explained how the proposed bill would work, pointing out that hospitalization, doctor's bills, general medical check-ups, special nursing care, and laboratory services could all be paid for out of the 1½ percent that would be taken from the wages of employed workers, plus the 1½ percent contributed by employer.

Taking part with Mr. Kinney in the panel discussion on medical care were representatives of the American Medical Association and private medical or hospital insurance plans.

CIO Plan Provides Free Transfusions To Needy Patients

PATIENTS in the Bristol, Conn., Hospital who cannot afford to pay for emergency transfusions henceforth will get the necessary blood free of charge, thanks to a plan worked out by the Greater Bristol Industrial Union Council, CIO, and hospital authorities.

CIO went into action when it learned the regular blood bank and plasma set-up did not provide for emergency transfusions, which were provided by professional donors at $25 each.

The hospital superintendent and head nurse accepted the offer of unpaid donors at a conference arranged by the CIO. Volunteers in all CIO shops have been typed by the hospital and are now "on call."

CIO GIVING

20 Million Goal Looms In War Fund Campaign

THOUGH it is still too early to tell the full story of CIO's share in the success of the 1945 National War Fund Campaign, enough returns have come from all parts of the country to substantiate the forecast of a $20,000,000 total donation voiced at the outset of the drive by Leo Perlis, director of the National CIO War Relief Committee.

"Better organization of our forces based on experience gained in previous drives, improved labor management cooperation in bringing the campaign to the workers, and wide appreciation of the work of the various agencies are having their results," Perlis declared, "and we may be fully confident that when the final figures are in they will bear out the prediction of a $2,000,000 increase over last year's CIO contribution."

The spirit of CIO's participation in the drive is reflected in reports like these received by W. Brewer Grant, director of the War Relief Committee's campaign division:

From Northern California

Ninety-three per cent of CIO's membership contributed, exceeding the quota of $200,000 by $24,318. Area Director Tillie Olson of the National CIO War Relief Committee revealed that 17 locals which had never given before were included in this year's contributors; that the drive was carried into 23 new plants with from 100 to 900 workers each and that the Contra Costa County CIO, which had pledged $17,000, came through with $41,000.

From Beaver County, Pa. (except city of Beaver Falls) 87 per cent of CIO workers in the area made a total contribution of $85,548.94, an increase of more than $2,000 over last year. Important to note is that the CIO's donation represented 55 per cent of the entire amount raised in the Beaver County campaign. It also helped to exceed the county's quota of $149,200 by $4,800.

Outstanding showing was made by Local 1211, United Steelworkers of America, 91 per cent of whose 9,500 members contributed $26,713.90. Next was Steel Local 1270, at the American Bridge Company, whose total was $23,650.15 with 81 per cent of the 8,000 members contributing. Ninety-two per cent of Steel Local 2170's 3,000 members gave $11,334.

From Hartford, Conn.—Here Locals 280, 270, 265 and 251 of the United Electrical, Radio & Machine Workers of America, pooled their efforts and 83 per cent of their 18,669 members rolled up a total contribution of $47,909. In New Britain, 86 per cent of the 8,080 members of the same union raised $21,542. At Waterbury, 17,036 members of five locals of the International Union of Mine, Mill & Smelter Workers produced $185,490, a high average donation of $7.22.

From Atlanta, Ga.—Sixteen thousand members of Local 513, United Automobile Workers, contributed a total of $33,398.75, one of the largest single-source donations in the campaign. UAW's Local 620 raised $6,295.93. Packinghouse Workers' Locals 108 and 142 gave $2,118.40. Three locals of the United Steel Workers contributed $5,033.29. Locals of the Textile Workers Union of America in other parts of Georgia (Reedsville, Leaksville, Spray and Draper) gave $8,237.30, with 88 per cent of their 4,247 members participating. An additional $1,2338.80 came from Textile workers in Atlanta.

From Elizabeth, N. J.—As in other parts of the country where it has large numbers of members, the United Automobile Workers' union has played a large role in the success of the drive. Locals 857, 267, 595 and 194 came through with a total donation of $37,204 from 7,172 members. In Plainfield, UAW Locals 343 and 229 added $7,535 to the campaign. Electrical workers in Elizabeth made an equally good showing, with 6,833 members of Locals 406, 401, 441, 437 and 407 contributing $40,438.

CIO
NATIONAL CIO WAR RELIEF COMMITTEE

OUTSTANDING DISPLAY at the Ohio Welfare Conference in Columbus was that showing the work of the National CIO War Relief Committee. The exhibit was arranged by George F. Delaplane, the committee's Ohio area director, shown at right. Others, left to right, are Dr. Irwin V. Shannon, executive committee member of the Ohio Welfare Conference; Rev. A. J. Murphy, past president of the Conference; F. Glenn Wood, Conference presidnt; Garry McDonald, Delaplane's secretary, and Elizabeth Magee, first vice-president of the Conference. Said Wm. Pershing, Salvation Army Captain, one of the many visitors: "I have heard more comment on the CIO exhibit than any other—so I simply had to see it."

Abramson Finds CIO Funds Work for Freedom Abroad

(Continued from page 3)

been able to accomplish. At Tadworth, for example, I visited one of the rest homes for women workers who have cracked under the strain of long hours in the factories, the buzz-bomb attacks, the agony of years of war. Here, on a large estate in the country CIO funds have provided a place where the women may regain their strength, restore shattered nerves, get necessary medical treatment and enjoy the recreation that ultimately sends them back to their jobs with high spirit and renewed energy.

"In London itself," he continued, "CIO finances have helped to set up a 'rest break' for the Women's Land Army. This is the organization of women who have been taken from the shops in the cities and assigned to do the nation's farming. Since most of them are many miles from home, they find in the 'rest break' a place to stay while traveling on their way to their assignments or when they come to London to spend their time off from the farms. Here they may sleep, avail themselves of the many recreation facilities and get their meals.

Clubs For Workers

"Constructed with CIO funds, the clubhouse in St. Alban's typifies the kind of center provided for British workers in small industrial towns. In many of these places, it affords the only oportunity for community life and thousands of men and women are enjoying their facilities every day. The recreation includes dancing, shows, games and reading rooms. The community clubhouse is proving a wonderful moral-builder.

"I also inspected the convalescent home for ailing steel workers, for which CIO provided $75,000. I learned that $8,000 more was needed to equip the project to insure its full effectiveness, and we have committed ourselves to advance this sum.

"It is when you come to the West End of London, the working class section, that you learn with a shock what the war has done to millions of British men, women and children. And you realize that what has been done to repair the damage to homes and to the bodies of these people is only a fraction of what must be done. So widespread has been the destruction done by Nazi bombs that rebuilding could not possibly keep pace with it and as a result many thousands are still sleeping nightly in the underground (subway) stations. We hope to help bring them out."

The work behind the enemy lines in Europe cannot, of course, be described in any detail, but from his talks with men who know, Abramson learned that the American funds are being used to good effect. He was informed by the Office of Strategic Services, United States Army, that one of these uses is to maintain the families of men engaged in military assignments in the resistance movement.

Our Money Fights, Too

"In this way," he said, "the fighters carrying on a secret and relentless war on the Nazis in territory they still hold have found a powerful ally in the funds sent by CIO. A man fights better when he does not have to worry about whether his family is eating regularly."

CIO's allotment for the work in Czechoslovakia, for instance, was $150,000 in 1944. In 1945 it is $200,000 and Becko assured Abramson the money would be applied in a way to make it an important factor in the final victory against the Nazis.

Others with whom Abramson conferred in London were Omar Becu, of the Belgian Federation of Labor; Jan Stanczyk, Minister of Labor in the former Polish Government in Exile, George Tomlinson, Member of Parliment and Parliamentary secretary to the British Ministry of Labor; John Brown, general secretary of the British Iron and Steelworkers Confederation and Lieutenant Samuel Berger, acting labor adviser of the Harriman Commission. He talked also with officials of the War Refugee Board of the Office of Strategic Services in charge of work in occupied territory.

Labor Projects Bring Rest and Recreation To 'Blitzed' Workers

(Continued from page 3)

have sent up rest-break homes for steel and iron workers in North Wales, one for railwaymen, and one for nurses who are exhausted from the strain of practicing in war-time England.

One of the major labor projects in Britain has been the merchant seamen clubs. Four of these are operating in London, Cardiff, Bristol, Glasgow, with an average attendance of 350 a day in each club.

All these projects help satisfy a pressing need, and strengthen the fellowship of the British and American trade union groups. More projects may be set up as a need for them is discovered.

CLEAR SAILING . . . on the route to good health. Small Jerry's peaceful sleep at Hickory, N. C., was assured by funds given to the March of Dimes, which last year helped combat Hickory's infantile paralysis epidemic.

Labor in Front Rank Of 'March of Dimes'

WHEN infantile paralysis struck the town of Hickory, North Carolina, last summer and patients poured into the local hospital until it could hold no more, workmen of the town volunteered their services and converted a summer camp into a working emergency hospital in less than three days. Nurses moved in and prepared beds while the carpenters were still finishing the building and the whole job was finished in five days.

Basil O'Connor, president of the National Foundation for Infantile Paralysis, paid tribute to labor's contribution in halting the epidemic in Hickory.

"Without the help of all of these people, the workmen, the doctors, the nurses and the plain ordinary citizens, the Miracle of Hickory would never have been possible," he declared. "It was their contribution, in the form of their labor and skill, which made it possible for all victims of infantile paralysis in North Carolina to receive the best medical care possible."

CIO is backing the work of the Infantile Paralysis Foundation all over the country as well. CIO President Philip Murray and Harold Garno, secretary-treasurer of the New York State Industrial Union Council, head the labor division of the Foundation, and have pledged CIO support to the annual March of Dimes Appeal, which opened January 14 and ends January 31.

Last year 50,000,000 Americans gave to the appeal, and the dimes they gave assured last summer's 19,000 victims the best possible care.

Union of the Month

International Longshoremen's and Warehousemen's Union

FROM Guadalcanal to the Island of Luzon, on the long, hard way strewn with American sacrifices, General MacArthur and his men have had at their side another fighting force helping to strike the hammer blows of victory.

It is made up of the 50,000 members of the International Longshoremen's and Warehousemen's Union, CIO—the men who load and unload the ships in harbors sometimes under fire and speed to the front the materials blasting the Japs from the stolen land.

Not only in the Philippines, but wherever United Nations arms are battering the enemy, the men of ILWU are putting their blood and sweat into the battle. On the docks and in the warehouses, they are working around the clock to smash their own records in getting supplies to all the points at which they are needed.

As part of their contribution to the war effort, they have worked out manpower-pooling plans, developed time- and labor-saving methods, cut production corners—and stayed on the job. CIO President Philip Murray's appeal and the repeated adoption of no-strike resolutions at CIO conventions have won from ILWU unbroken adherence to the pledge.

So impressed was the Army with the proficiency and patriotism of ILWU that it asked for key union longshoremen to supervise loading and unloading in or near battle areas. They are now working in European and Far Eastern harbors as well as on the Pacific coast, where the international has its headquarters in San Francisco.

Aware of its responsibilities to bring victory and a lasting peace, the union has supported national measures toward these ends and has proposed others. Working at the crossroads of world trade, its members are alive to the inter-relationship of global prosperity. ILWU President Harry Bridges says:

"Continuation of the present employment level depends upon people in other countries also working and having a standard of living that will help us work out a balanced economy here. We are thinking in terms of jobs tomorrow for all the working people and we don't limit our thinking to the United States."

HARRY BRIDGES, President

Absorbed as it is in its primary job of shipping war materials and in its steady plugging for jobs, security and full employment, ILWU still does not neglect other important activities on behalf of servicemen. All its locals have special programs for their 10,000 members now in uniform. Each of them receives a $5 monthly allowance, Christmas and holiday packages, newsletters and every issue of the union's paper. Each week cards of thanks arrive from boys all over the world who have received cigarettes and soap through ILWU contributions to the Veterans of Wars. Major support of the CIO Canteen in San Francisco comes from ILWU locals in Northern California.

The ILWU blood donor slogan—"a pint for each star on our service flag"—has long since been over-subscribed. Local 66 in San Francisco alone has donated 18,000 pints of blood and sends 100 donors a week to the blood bank. Entire longshore gangs go regularly with their families, and 111 ILWU members are gallon-or-more contributors.

The union was one of the earliest organizations to support the war relief program. With every member in 92 per cent of its locals contributing, ILWU has turned in half a million dollars, an average of $50 a member, to Red Cross and Community War Chests since the inception of the National CIO War Relief Committee.

Nearly every one of these 100 per cent locals has hanging in its halls awards presented by Mayors, Chamber of Commerce presidents and other civic leaders on behalf of these agencies for outstanding contributions. Local 13, in San Pedro, Calif., has the first Security Shield of Honor presented by the Coast Guard to any union. Local 6 has a commendation from the California Assembly for its pioneering action in seeking ways to bring about industrial harmony and prosperity.

ILWU's participation in community activities has won it even more substantial recognition in the appointment of 47 of its members to local policy-making health and welfare bodies.

Union Helps Red Cross Break A Bottleneck in Service Bags

CIO members on the alert to serve in Clackamas County, Oregon, have pushed Red Cross work there 250 hours ahead by donating their expert skills in the cutting of servicemen's ditty bags.

Those who broke the serious bottleneck in Red Cross production are members of Local 265, Amalgamated Clothing Workers of America, employed at the Oregon City Woolen Mills; cutters Jack M. Benesch, Dawson Fairchild, Ed Berg, Dick Martin, Erwin Weber, William Haack and Dan Ventroli, designer.

Jess Bell, manager of the Joint Board of the ACWA, got in touch with Mrs. Reade Ireland, chairman of the Volunteer Special Services of the County Red Cross, and told her of the eagerness Amalgamated members had expressed to take part in Red Cross activities—especially along the lines of their skill. Mrs. Ireland said that the volunteers in the sewing rooms were bogged down with a job of cutting ditty bags—the material was so stiff that the ladies could cut only forty bags a day.

Arrangements were made at once with the Oregon City Woolen Mills for the night use of their equipment, and the CIO volunteers did their job in two hours, saving days and weeks of sewing room time at the Red Cross and making an important demonstration to the community at large of CIO's ability to contribute valuable services. Mrs. Ireland wrote to Local 265:

"On behalf of the Clackamas County Red Cross and Production Corps, I would like to express my gratitude for the valuable help you so generously gave us in cutting the material. . . . It was a beautiful job and we are most appreciative."

Plans are under way, Nathalie E. Panek, Northwest Director of the National CIO War Relief Committee, reports, for a future cutting of layettes as soon as the sewing room workers have cleared up the sewing of the ditty bags.

They raise their eyes to a new land and renewed faith, these children rescued from conquered Europe by the United States Committee for the Care of European Children, a member agency of the National War Fund. CIO members' contributions have helped bring smiles to the faces of young people who have been under Nazi oppression during their years of growth.

WORKING • FIGHTING • GIVING
CIO
WAR RELIEF NEWS

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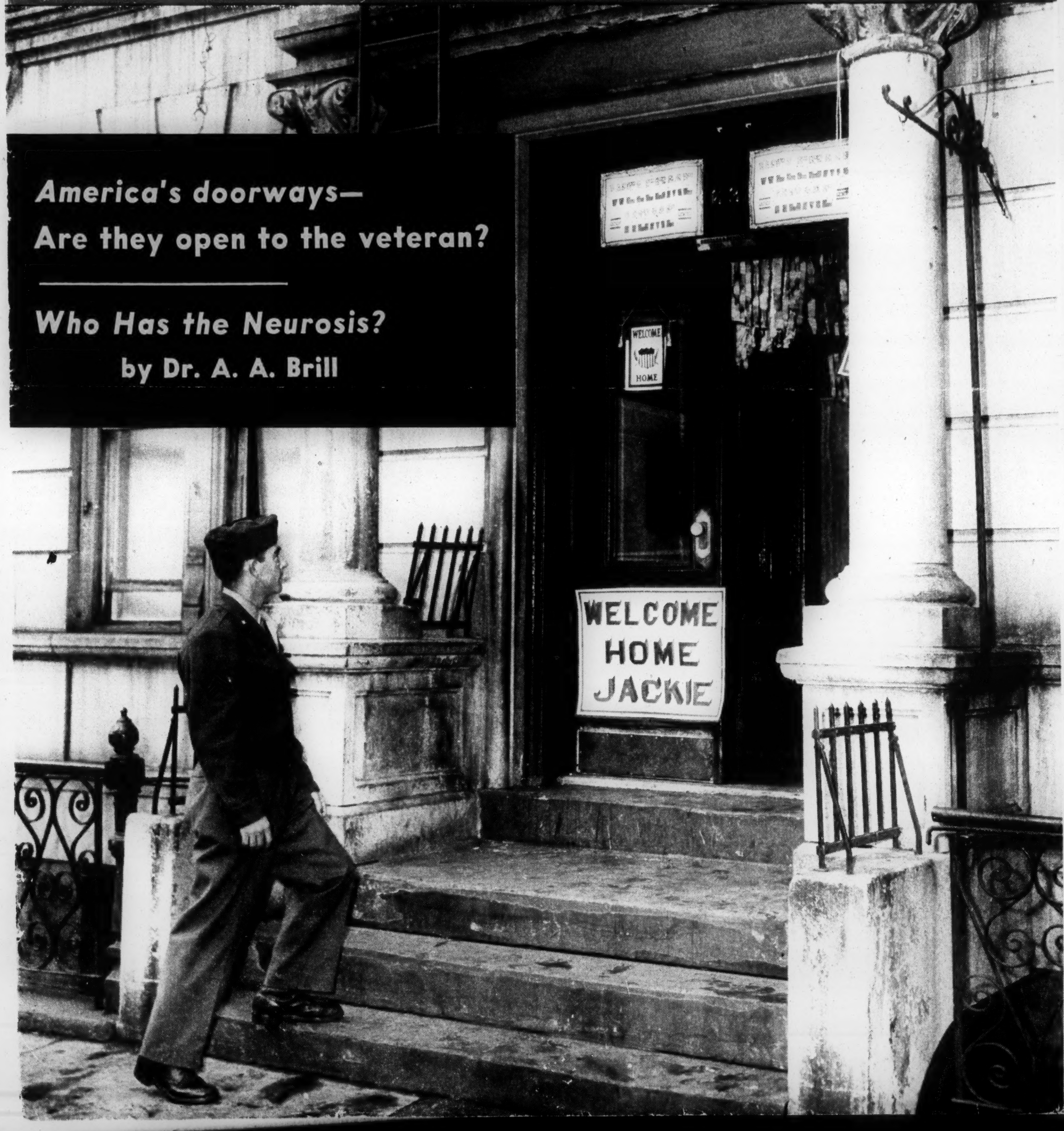
CITIZEN CIO

Vol. 1—No. 8 National CIO Community Services Committee JANUARY, 1946


WELCOME HOME
WELCOME HOME JACKIE

America's doorways—
Are they open to the veteran?

Who Has the Neurosis?
by Dr. A. A. Brill

editorial

National Health Fund

It was in Memphis in May that Robert E. Hurst, according to the United Press, set out to prove a theory that people would donate money to any cause.

At the Naval Air Training Center, where he was a civilian employee, Hurst circulated an appeal for donations headed: "Widow of the Unknown Soldier's Fund."

He collected, the UP reports, $11 in a matter of minutes. His theory proved, he returned all donations.

* * *

The National Information Bureau can readily testify that not all foolish philanthropists are as lucky as Honest Hurst's guinea pigs.

Some don't get their money back.

And, what's more important, some don't get their money's worth.

* * *

Some 20,000 voluntary health agencies raise approximately $50,000,000 every year from a warm-hearted but ill-informed public.

This money is spent in the greatest war of them all—the war against disease: heart, cancer, tuberculosis, infantile paralysis and a score of others.

How efficiently that money is raised and how effectively that money is spent are the related subjects of *Voluntary Health Agencies*, an interpretive study prepared by Dr. Philip S. Platt and Selskar M. Gunn, under the auspices of the National Health Council, and financed by the Rockefeller Foundation.

It is a scholarly report. It is also a well-mannered and diplomatic report—approaching the delicate subject of dealing with powerfully entrenched private health agencies in the Dale Carnegie tradition.

* * *

Perhaps the slightly less diplomatic, less timid CIO would approach the subject with all cards on the table—face up.

But that is a matter of taste and strategy, and both are subject to discussion.

Still, it is very easy to agree with the principal findings of the report, as summarized by Dr. Louis I. Dublin in his foreword:

> "The most striking fact is the marked unevenness of the voluntary health movement in our country. Excellent societies abound but many are inadequate. Because the development was a spontaneous growth in a variety of uncovered fields to meet newly recognized needs, the movement necessarily has lacked central direction and planning. The time has now come for more coordination of effort. The great majority of societies are small and serve a limited segment of the health program in their communities. They, therefore, often present evidence of defective organization and of poor leadership and technical direction. In the main, the health agencies have lagged in adapting their programs to the rapidly changing needs of their communities and have often neglected to align their efforts with those of the official agencies which, in the last analysis, are the responsible health services.
>
> "The report also brings into sharp relief certain measures which are clearly indicated. The time is ripe for stocktaking and for preparing sounder programs on the basis of the findings. Many of the activities of the voluntary societies will be absorbed by the official health departments. There will be increasing need for coordination of effort at each level, national, state and local. More and more must ways be found to support the voluntary health program without the present competitive and confusing duplication of appeals for funds to which the public is now exposed. Finally, there is great need for a strong central national agency representative of the varied interests in the health movement to give future leadership and direction. . . ."

* * *

The National War Fund has established sound precedents in joint appeals, financing and budgeting.

It has been a fruitful experiment in national coordination, in working together.

The same principles should be applied by the private health and welfare agencies to themselves.

Let us have a National Health and Welfare Fund—a democratic, representative fund—with one appeal through community chests, and let us have responsible national budgeting.

Let each agency get in proportion to need rather than in proportion to its ability to raise funds.

We have posed this problem before, and we are glad that the Gunn-Platt study supports our position.

LEO PERLIS,
National Director

CITIZEN CIO

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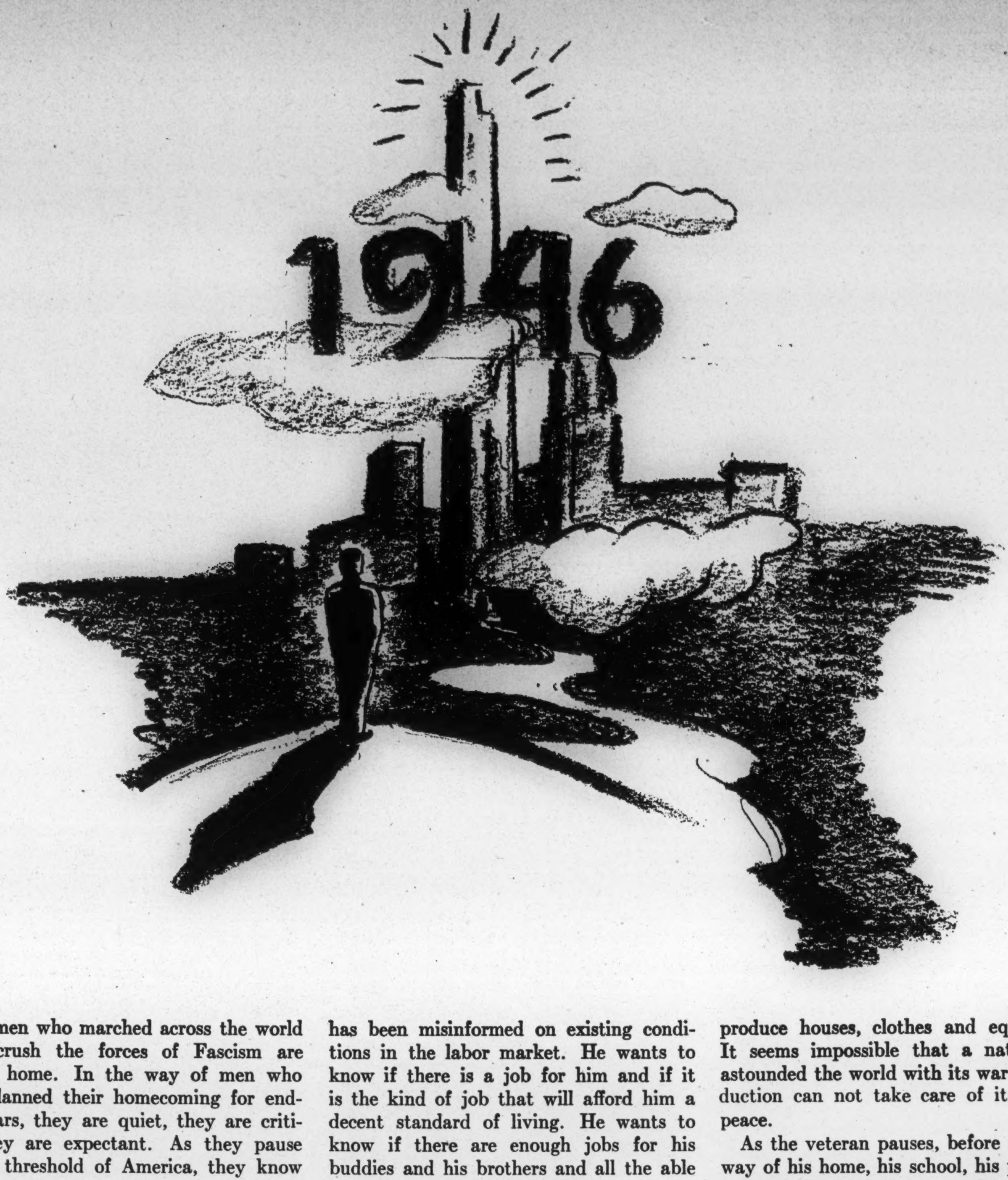


THE men who marched across the world to crush the forces of Fascism are coming home. In the way of men who have planned their homecoming for endless years, they are quiet, they are critical, they are expectant. As they pause on the threshold of America, they know a new year and a new era pause with them.

The American veteran has been told the country is his to run and to make of it what he will. He has been told he will be the laborer, the merchant, the banker, the leader of this new era.

A little confused and flustered by the attention that is being directed at him, the veteran wants to know, "What is this heritage for which I fought? What is this gift for which my comrades died? What does the infant year offer?" He looks thoughtfully at his country and tries to evaluate its future and his place in that future.

The all-important question of employment hits him hard. In many cases he has been misinformed on existing conditions in the labor market. He wants to know if there is a job for him and if it is the kind of job that will afford him a decent standard of living. He wants to know if there are enough jobs for his buddies and his brothers and all the able Americans who want to work.

But work isn't all. What if his health breaks down? Will he be taken care of? Are the hospital facilities of his community equipped to handle his children if they are ill? What about the children of the people next door?

The house he returns to will be better than a Barracks. But how much better? Is it spacious, well constructed, clean? How about the houses that surround him?

In the service a G.I.'s health was taken care of. He never worried about doctor or hospital bills. Why can't a similar plan be worked out for all the people?

Why can't the machinery that produced the guns, tanks and ships be made to produce houses, clothes and equipment? It seems impossible that a nation that astounded the world with its wartime production can not take care of its own in peace.

As the veteran pauses, before the doorway of his home, his school, his plant, his union hall—he tries to understand the complex problems of a nation. He realizes that each question he asks about his own welfare inevitably leads to questions about the welfare of his fellow citizens. He finds, too, that the answers cannot come as the solution to one problem or to the problems of one group. The answers must be supplied to all Americans.

Obviously all the answers to a nation shifting gears to reconversion cannot be supplied in one magazine—or one book. For this issue, "CITIZEN CIO" has undertaken to ask itself some of the questions that face the veteran and the nation in the new year. We hope some of the answers will help show the way to the final solution.

Can This Be Your Town?

If your child gets polio, is there a modern hospital to care for him?

YOUR child has polio."

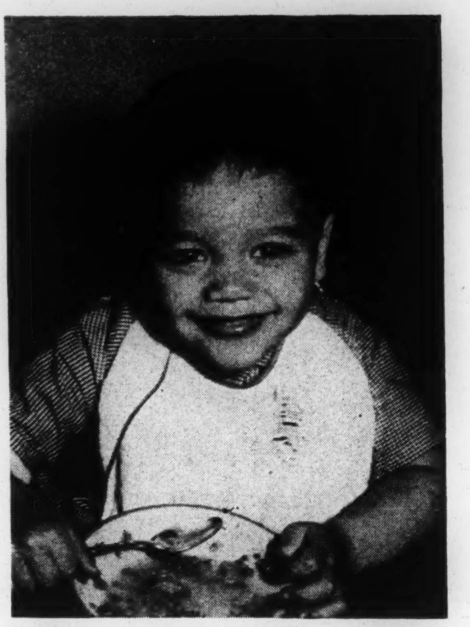
The doctor straightened up and turned to the parents standing at the foot of the small bed. Their faces were taut with fear. The mother nervously stroked a rag doll she had picked up. "Doctor," the father pleaded, "we must do everything for him. Send him to the best hospital there is."

The doctor shook his head. "The only hospital in this city that takes polio cases is City Hospital—I wouldn't advise you to send your child there."

"But what can we do?" asked the mother desperately.

"Keep him home until we can find a hospital in another city equipped to care for him," replied the doctor. So for seven nightmarish days and nights the little 3-year-old boy lay in bed at home, paralyzed and drawn, while his parents and doctor frantically tried to find a hospital to care for him.

Could that happen in your town? Could the story of City Hospital, the only one to handle poliomyelitis cases in a prosperous community of more than 150,000, be possible in your town? The following factual account of the situation, determined by a CIO Community Services investigation, is printed without names. When you have read it, write and tell us what city you think it is. Could it be yours?



What protection does your town offer its children if disease suddenly strikes?

In one of the most prosperous cities of one of our most important industrial states it took a polio epidemic to expose the dangerously inadequate hospital situation in the city and county. But when public awareness of these conditions was beginning to result in demands that "something be done about it," an ineffectual half-measure was proposed that would not cure the situation but would only stymie, for a while at least, further public action in this matter.

In order to prevent that, a full airing of the health and hospital situation in the county is needed. If all the facts are known before it is too late, civic-minded groups in the community can unite in demanding a hospital program that will serve the best interests of the entire county.

ROOTED IN THE PAST

Medical men long have been aware of the need for doing something about City Hospital. It is an institution that was built in the nineteenth century—when the only known way to treat contagion was to isolate it—and it still operates according to nineteenth century medical standards. Advances in medical science during the last fifty years have left it untouched. Because of its admittedly obsolete set-up doctors shun the hospital and advise their patients to go elsewhere or to stay home.

This is a City Hospital, maintained by a prosperous city and serving more than two-thirds of a thriving county of 309,000 people. And it is the only hospital in the city that will admit patients with contagious diseases or polio. Yet its budget is so inadequate that the hospital cannot maintain a professional staff. There is no resident physician. The only graduate nurse has been with the hospital for 28 years and is about 70 years old. The other "nurses" are practical helpers without medical training, whose ages average at least 60. A hospital conducted along these lines today is little more than a public fraud.

But public funds are being used to run it—and the public is entitled to know exactly how it is being run. The public should know, for example, that although the hospital has a considerable waiting list, *more than half the beds are empty because of the poor staff.*

The present supervisor of the hospital is making the best of a bad public bargain. Not having the power to correct the hopelessly bad medical set-up, he is doing a trojan job to brighten up the exterior and turn City Hospital into a pleasant, cheerful place—at least to look at. The wards are clean. The buildings are freshly painted. Tracts of rubble are being converted into cultivated lawns. But even in this matter cooperation stops short when it touches the purse-strings and an appropriation to replace a rotting arcade originally constructed in 1896 was turned down by the ruling fathers.

PUBLIC IN THE DARK

City Hospital has been a disgraceful medical institution for years, but the public was never informed about the situation. The people were never told by any of their public servants that their hospital has no operating room, no provision for surgery of any kind. That the hospital has practically no modern equipment and no laboratory. That the visiting physician, like his colleagues in the horse-and-buggy days, must rely almost entirely on the instruments he carries with him in his little black bag.

It wasn't until the county had a polio

epidemic—with 225 cases of infantile paralysis between May 1, 1945 and November 1—that the public began to realize how dangerously inadequate the hospitals were.

Parents were horrified to learn that the only hospital in the county that would accept their children for the 21-day hospitalization period required in every polio case was City Hospital. Modern hospitals in other parts of the state, where polio patients had been sent in previous years, were filled with their own cases and could not help out. The county was thrown upon its own hospital resources and the neglect of the past fifty years boomeranged. In the words of one doctor—talking off-the-record — the county was "caught with its pants down."

The only other hospital in the county that admitted patients with contagious diseases was even worse off than City Hospital. The National Foundation for Infantile Paralysis, which spends the bulk of its money for post-polio treatment, had to spend $11,000 on equipment and nurses before the hospital could open 30 beds for patients with polio.

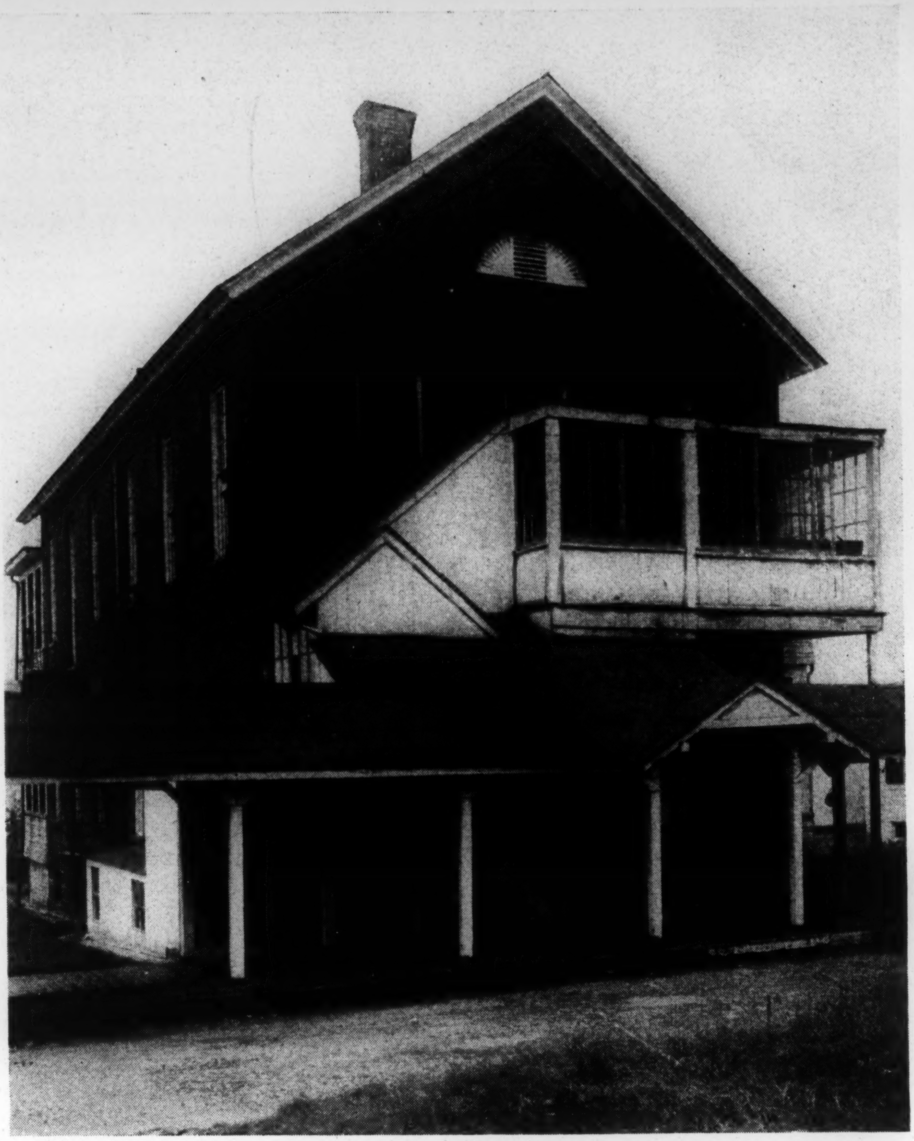
Although there is considerable medical controversy on whether or not polio is "catching," general hospitals refuse to admit such patients and the three "acute" hospitals in the city maintained a hands-off attitude during the emergency. However, in spite of their general ban against admitting polio or polio-suspect patients, at least two of those three hospitals DID admit a few pet cases.

WORKED AGAINST ODDS

The staff at City Hospital did a heroic job during the emergency. Polio patients received heat pack treatments every fifteen minutes. Patients in the iron lung have to be watched continuously and they were. But all this had to be done under the worst possible conditions—without a resident physician and with only one graduate nurse and a handful of practical helpers all working as many as 18 hours a day.

The obvious dangers in this situation resulted in wide public indignation. Many parents, whose children had been affected, offered to start a subscription list for a new hospital that would be equipped to treat poliomyelitis both during the initial 21-day hospitalization period and during the post-polio period when 33 per cent of the cases need further treatment. At present those cases are sent to distant hospitals where parents can seldom visit them. Letters were printed in the newspapers describing overcrowded conditions at City Hospital. Questions were asked.

Suddenly the Board of Freeholders announced that a Poliomyelitis and Rheumatic Fever Pavilion would be built. This satisfied many parents—as it was meant to. Others hope it is more than a pre-election promise. But people really concerned with the health and hospital picture in the entire county want to know why the Board of Freeholders didn't make a thorough study of the real health needs of the county before announcing its plans to build what they fear will be a totally inadequate hospital.



City Hospital, built in the nineteenth century, is still adapted to the medical standards of the nineteenth century.

Those who know the facts feel that the proposed pavilion, to contain a total of 100 beds, won't begin to meet the hospital needs of the county. As one well-informed doctor put it, "It's only a drop in the bucket. It leaves the real problem untouched."

In the opinion of these men, building a polio hospital under present conditions is simply another method of avoiding the real issue. They feel that City Hospital is obsolete and should be scrapped. What is needed is a new modern contagion hospital, equipped and staffed by medically-trained people, that would include a separate wing for polio and rheumatic fever patients. To prove this doctors point out that infantile paralysis is not a recurring disease. Last year there were 225 cases in six months—the year before that there were 38 cases in the full year. And the year before that, just one.

But there are 57,000 chronically ill people in the county. Where are they to go? City Hospital has room for 30. A modern county hospital for the indigent old has 376 such patients and a waiting list of 100—even though patients must first become public wards, turning over all personal property, including small insurance policies, to the county. That is the growing problem which medical men with vision want the county to tackle.

Modern medicine has lengthened man's life. The old killers such as tuberculosis,

(*Continued on page* 18)

Is the Home Front Lying to the Veteran?

The results of the propaganda pushed at servicemen are surprising the men who created it.

A YOUNG soldier, relaxing in his bunk on a troopship plodding homeward, was explaining to his companion why the men back home had found it necessary to strike at this time.

A bearded sergeant, unaccustomed to the ship's rolling, lurched into the sleeping compartment and overheard the conversation. He leaned heavily against the boy's bunk rail. "Why don't you shut up?" he said. "You got no business talking for the guys that fattened their bankrolls and spent most of their time on strike while we were eating K rations and living in mud."

The sergeant was only repeating parrotlike the words that have been implied over and over again in the propaganda that has been pushed at our fighting men since the early days of the war. Psychology-wise publicity men, studying the reactions of G.I.s since the first uniform was thrown at a startled Selectee, soon discovered that the soldier needs a scapegoat.

It's awfully human for a lonely lookout, braced in the steel crow's-nest of a destroyer, to envy the man enjoying the Stateside comforts of home. It's awfully easy to believe the stories and rumors that say civilians at home are living in luxury and ease.

It has long been apparent to certain groups that a flank attack on Labor can be attained by leveling a broadside of press releases at the man in uniform. During the war every strike was played to the hilt, every minor labor dispute raced across the nation's headlines as though it were spelling the doom of American industry.

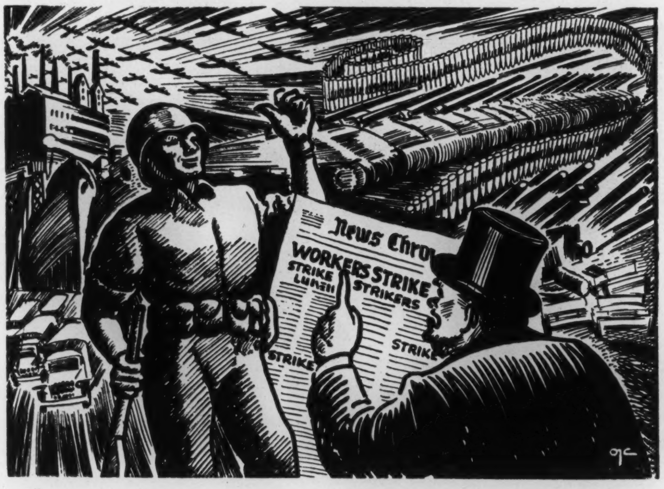
HOW IT'S DONE

The disturbing thing about propaganda is that a bit of news can be twisted in a thousand different ways so that while it may not lie, it does not necessarily tell the truth.

A radio commentator says a certain union has "rejected management's proposals," and doesn't bother to tell why or what conditions govern the union's decision.

A paid newspaper advertisement states that a product will be available to the public as soon as strikers go back to work. This is done in pleading copy which paints the employer, ever willing to serve John Q. Public, with his hands tied because the worker has some nonsense in his head about a decent standard of living.

Clever newsmen can twist the most innocent action into a controversy. For instance, the National CIO Community Services Committee recently issued a pamphlet entitled "The CIO and the Veteran." The booklet looks at CIO's wartime record, pointing out that while there were wildcat strikes, these amounted to only one-tenth of one per cent of the working time. It shows that the average wage during a peak war year was about $43 a week. The pamphlet then gives particulars on CIO's seven-point program for veterans.



This effort on the part of CIO to foster better understanding between itself and returning veterans resulted in the following headline in a metropolitan newspaper: "CIO AIMS DRIVE AT EX-GI'S; ATTEMPTS TO JUSTIFY WAR RECORD."

CIO men and women can readily see the twist given to the truth in this case, but other citizens—especially veterans—are likely to be taken in by such half-truths.

SELECTIVE SERVICE ISSUE

Several weeks ago, Major General Lewis Hershey, Director of Selective Service, issued a manual for the guidance of Selective Service Board. Buried deep in the text was the provision that veterans did not have to join unions in order to get their old jobs back. This provision is already understood in the original Selective Service Act. It was a relatively unimportant part of the General's manual since unions have never forced veterans to join. Most CIO unions have a maintenance of membership agreement which gives veterans a free hand.

Even in closed shops there has been no attempt made to force veterans to join for the first year, which is the only time they are under protection of the Selective Serv-

(*Continued on page* 19)

The Hated Victor

THIS is a picture of a soldier going to church. Nothing more. Yet it proves the adage about one picture being worth more than a thousand words. There is a lesson in half-tone for every American who wishes to see it.

The fighting man has done with war. He has been through the impartial fury of mechanized battle. He has met the forces of fascism and conquered them. Now he pays humble homage to his God.

Is there an American who will deny the homage we owe this soldier? Is there an American who will deny him the right to a job, the right to establish a home, to raise his family in reasonable security?

Is there a citizen of America who would hold back the freedoms from the soldier whose life was offered in the name of democracy?

It seems an absurd question, a preposterous editorial effrontery.

No voice will defame the soldier's name or deny his rights—as long as his back is turned, but if he turns and faces one hundred and thirty million people, he will have enemies.

If he is a Japanese-American who fought furiously against the Germans in the hope he would be chosen for the push against Japan, if his mind was troubled by more than the fear of personal danger because mail from his family had an internment camp for a return address—he will have enemies.

If he is a Negro whose latent skills were developed along with a sense of responsibility and leadership, for the purpose of winning a war—he will have enemies.

If he is a Jew or a Catholic or a Protestant or a descendant of the Latin peoples, the Anglo-Saxon peoples, or the Oriental peoples—he will have enemies.

The enemy abroad wore a uniform and said "Heil" or "Banzai." He was a tough enemy but easily identified.

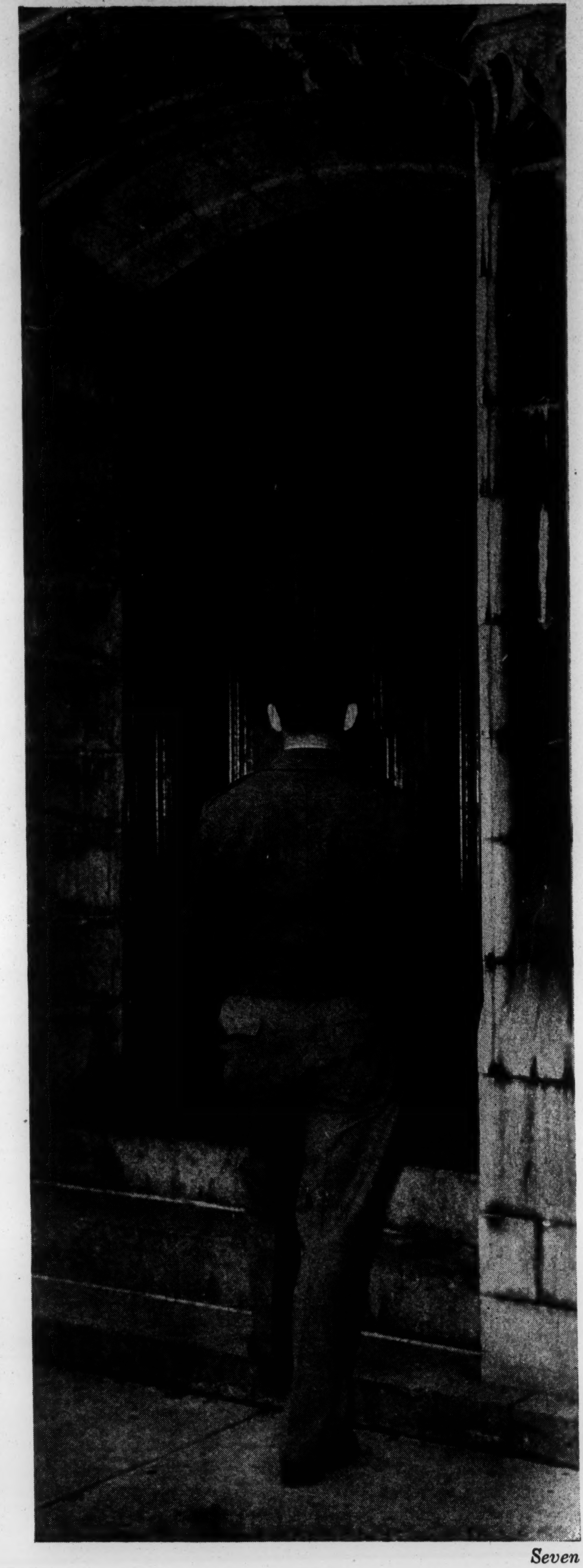
The enemy at home wears civilian clothing and spits words of intolerance. He is not always easily identified. He is sly enough to talk against the Jew to the Italian, against the Italian to the Negro, against the Negro to the Catholic—and on and on in a vicious cycle.

He is the soldier's enemy because he is the people's enemy and the soldier has fought a people's war.

He is the soldier's enemy because he seeks to spread intolerance in the nation that has led the world's search and the world's fight for freedom from intolerance.

He is the soldier's enemy because he would ration the soldier's share in freedom according to the color of his skin, his creed and his race.

The soldier fought the people's enemy abroad. It is for the people to fight the soldier's enemy at home.



Who has *The Neurosis?*

Dr. A. A. Brill, leading psychiatrist, finds veterans no more neurotic than the rest of us.

RELATIVES, employers or fellow workers of returning servicemen who are worrying about treating them gingerly because of battle-induced psychoneurosis are making mental mountains out of actual molehills, according to one of this country's leading psychiatrists.

Practically everyone, by now, is thoroughly confused on the question of the veteran psychoneurotic and practically nobody has the straight information about him, reports Dr. A. A. Brill, godfather of psychoanalysis in the United States.

Dr. Brill has been actively engaged in psychiatry since 1903 and, since its inception, he has been a consultant to the U. S. Veterans Hospital No. 81 which started at the end of World War I as a mental hospital. As consulting psychiatrist at the induction center of the armed forces in New York City, he has kept his finger on the emotional pulse of servicemen during World War II and has been able to compare the veteran of today to the veteran of yesterday.

In his New York office Dr. Brill made three important points about the general misconception of the case of the returning veteran:

Only a comparatively few veterans are psychoneurotic or psychotic.

Psychoneurotics and psychotics are the same whether or not they served in the armed forces.

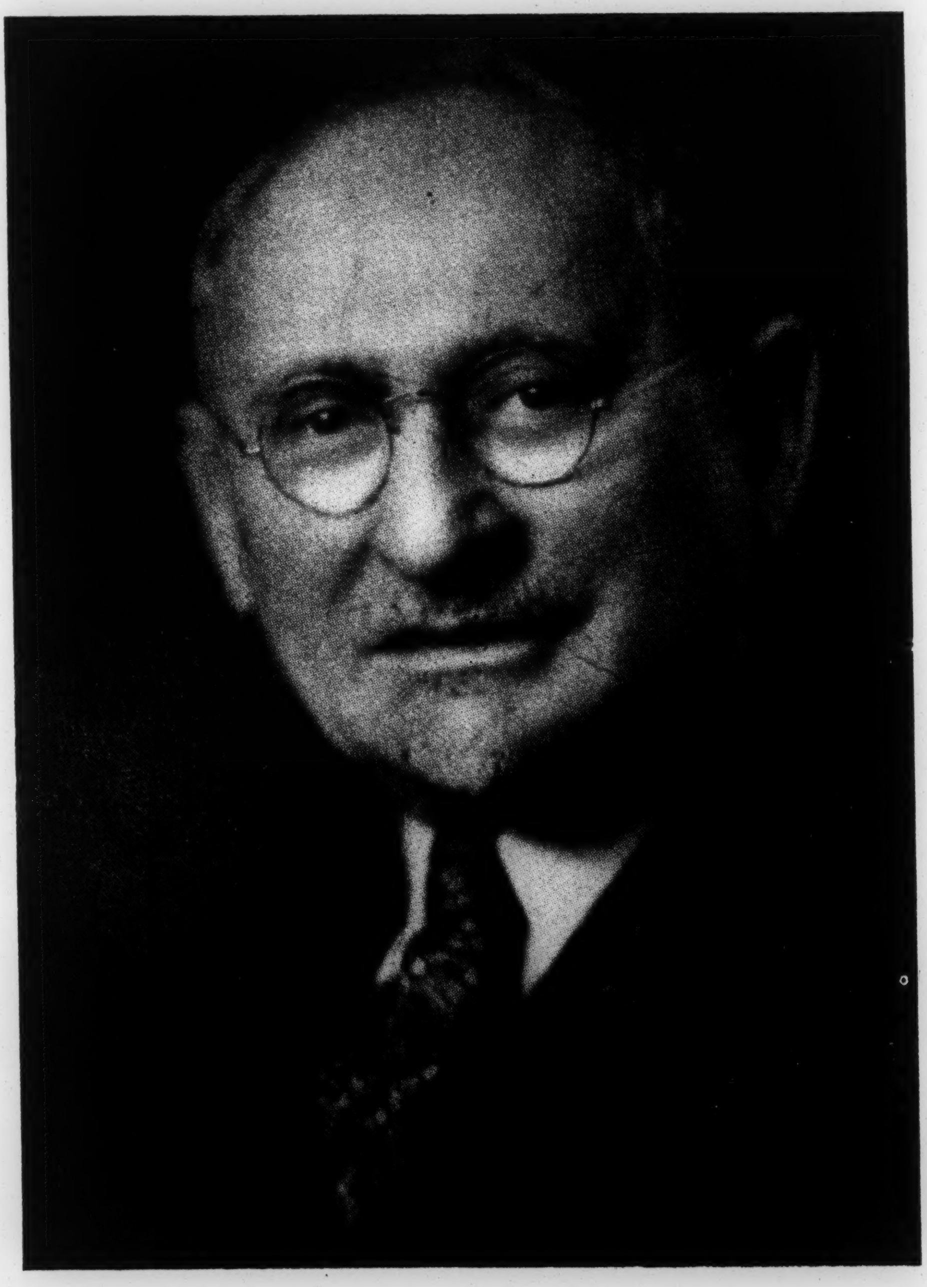
The percentage of psychotics in the army is the same as the normal incidence among the general public.

"When you read about and listen to the talk about rehabilitating the returning veteran, you come to the conclusion that there are only two camps in this country: The veterans who are all neurotics and psychotics and everybody else who is here to save them," Dr. Brill said.

"Actually only comparatively few veterans are psychoneurotic or psychotic." He added that the popular belief that army life has emotionally unhinged the average veteran is a pernicious myth. "Personally," he stated, "I have never seen a single case of functional nervousness or insanity due solely to army service. Those who did crack up or weaken would have developed those same weaknesses in peacetime."

Veterans Are Normal

However, Dr. Brill pointed out, this does not mean that under the strain of battle many perfectly normal people do not suffer from battle fatigue and require extended periods of rest. But a man with battle fatigue is not a pathological case. He's like a cat who has been badly frightened and whose hair stands on end. Once a fatigue case receives the rest and quiet he requires, his excitement subsides and he re-



covers within a relatively short period of time.

The thing to remember is that all people have nerves and most people are nervous at one time or another. Many men were nervous before they joined the armed forces and the impact of battle increased the nervous tension of some of them just as in ordinary day-to-day living we sometimes become nervous under pressure or worry.

If that nervous tension becomes too great in some who have a sensitive constitution, a psychoneurosis may develop. Usually such people overcome it sooner or later. But if we make a fuss over them, put them on the defensive, we are likely to encourage their neurotic tendencies.

"The truth of the matter is that except for those who are injured, the majority of veterans come back better equipped to take things in their stride," Dr Brill said. "They don't need rehabilitation and they certainly don't want or need saving. They have adjustments to make but like everybody else they are better off if they are permitted to tackle the problem in their own way."

But the relatives or fellow workers of the veteran might say that's all very well for veterans who are only "a little nervous." What about the psychoneurotics and psychotics?

According to Dr. Brill, one of the effects of this war upon our vocabulary has been to popularize these terms. Good enough—but what do they mean?

A psychoneurosis is a set of symptoms due to psychic reasons. They manifest themselves as anxieties, phobias, obsessions and similar disorders. A psychoneurotic might be afraid to cross bridges. If he has to cross a bridge he will, but he'll probably suffer from what psychiatrists call "anxiety." However he usually manages to get along and can make a good business man or a good soldier. He could even make a good general. In fact, several did.

When they are discharged, most psychoneurotics do not go to hospitals. They prefer to make their own adjustments. Neurotics, whether they wear discharge buttons or not, all have the same problems. A veteran who is a psychoneurotic is no different from any other neurotic who lives in your neighborhood.

But psychoneurotics should not be confused with psychotics. "A psychoneurotic is to a psychotic as a cold is to tuberculosis," said Dr. Brill. "If someone has tuberculosis then he knows he has something, but most people with colds manage to get along."

But what about psychotics, worried relatives might ask, what about those driven insane by the war?

One of the most natural fallacies in popular thinking is that wars lead to insanity; Dr. Brill disposes of that one. Actually it's the other way around. Insanity does lead to war. But scientists found after World War I that *the war had not increased mental or nervous diseases one single iota.* Statistics of the German, the American and the other armies all proved the same thing. Such cases were no greater after the war than they would have been without war. The same number *and the same people* would have become nervous or insane during peace. The war didn't influence or increase the percentage of psychotics in the slightest.

Of course we are not discussing here those neurological cases where head injuries damaged the brain and resulted in insanity. We are discussing those cases suffering from psychic trauma.

Nine of the most authoritative psychiatrists in the world undertook a study of the question and they agreed that military service can never be the sole cause of, for example, schizophrenia which is the most prevalent mental disease of young people, Dr. Brill explained. *Kraepelin and Eugen Bleuler, who have contributed so much to our understanding of this subject, state, "the war has shown that the worst hardships, the most intensive psychic traumas, as well as brain injuries, were incapable of increasing the number of schizophrenics."

The reason is that schizophrenia manifests itself regardless of outer conditions. War can sometimes bring on an attack, but it can never be the sole reason for the psychosis. Thus the number of veterans who fall into this category is no greater than the normal contingent among the general public.

But what about the curative methods to be used with veterans who do need assistance in making a mental or nervous readjustment to civilian life? Our present government policy in dealing with veterans who have a functional disorder is to compensate them for staying sick, instead of giving them an incentive to get well, Dr. Brill pointed out.

For example, J.M. is a veteran who is a manic depressive. For a long time he was unable to work and received $50 a month from the government. Finally he managed to cure himself sufficiently to get a job. He was doing all right until his $50 a month was cut off. Then he began to worry and had a relapse. Now he's back where he started. His confidence is gone. He receives his $50 a month and hangs on to it as if it were a gold mine.

Some army psychiatrists, who, of course, cannot be identified, feel that J.M., and all veterans like him, should receive their compensation from the government in a lump sum. They argue that if a fair amount, determined by a commission, were given to each serviceman in a lump sum, it would correct the evils of the present system and would help many veterans on their way to a speedy recovery.

The important thing to remember about the returning veteran, however, is that the chances are all against his needing or wanting special care or consideration, Dr. Brill stressed. The best thing you can do for him is to treat him like any other friend or any other person working beside you in an office or plant. The worst thing you can do is to make a veteran, even one who has been nervous, feel that he is different from anybody else, that he does not belong to the community on an equal footing with all its other members.

Clothing Drive

THE CIO used its organized strength last spring to help collect the used clothing which has saved twenty-five million war victims overseas from death and cold. But even that magnificent response did not meet the dire need revealed when all Europe, China and the Philippines were liberated. Wherever war has scorched the earth and razed the cities, countless millions of men, women and children are still inadequately clothed for winter weather, health and self-respect.

A nation-wide Victory Clothing Collection for overseas relief will be held during the month of January—our first new year of peace—to gather clothing for these people still living in the ruin made by war. This drive has the hearty endorsement of President Philip Murray who said, "As they have in the past, CIO men and women will give generously . . . They are aware of the fact that this newly liberated world still lacks freedom from want. The Victory Clothing Collection can help win that victory."

Right *now,* go through your clothes closets, trunks and attics. Pull out everything that can be spared. Strong work clothes and shoes are especially needed—it will take work to rebuild whole lands over there. Underwear, bedclothes and bedding for the sick and for the children are also urgently needed. Clothes for whole families are needed—so get your wife and kids in on the clothes hunt. Send a friendly letter along with your gift.

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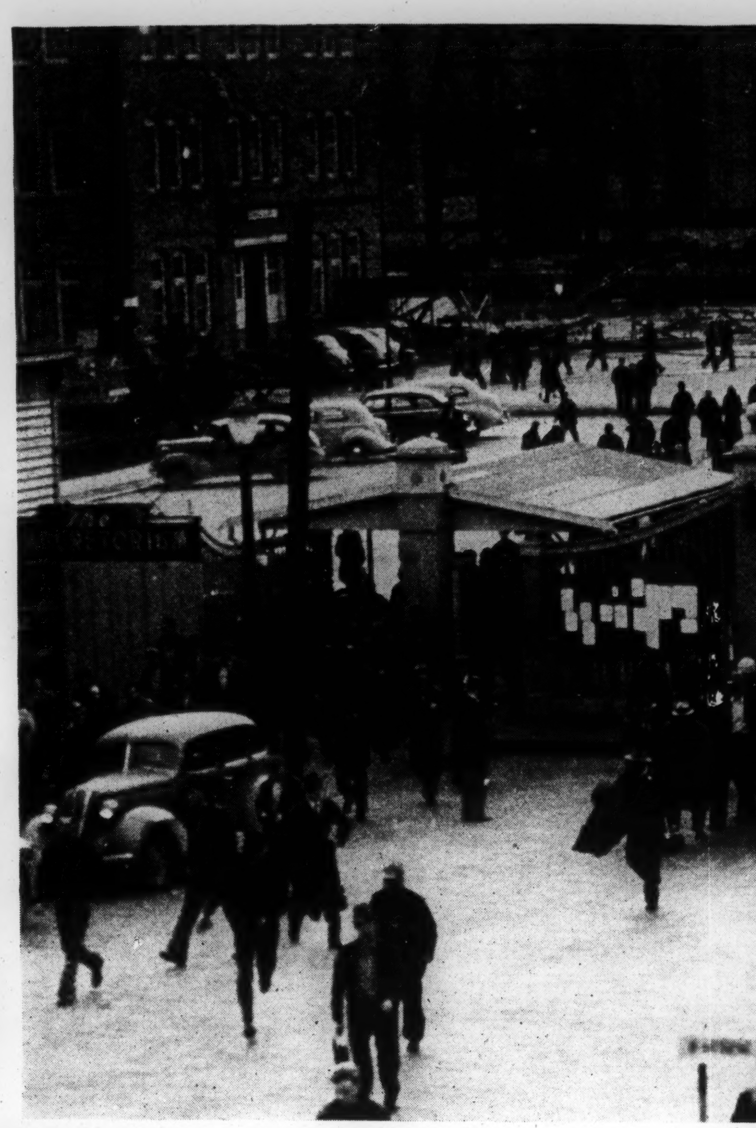
* From the "Etiological Relationship of Trauma to Schizophrenia" by A. A. Brill, M.D., in the Medical Record, March 5, 1941.



Portals —to

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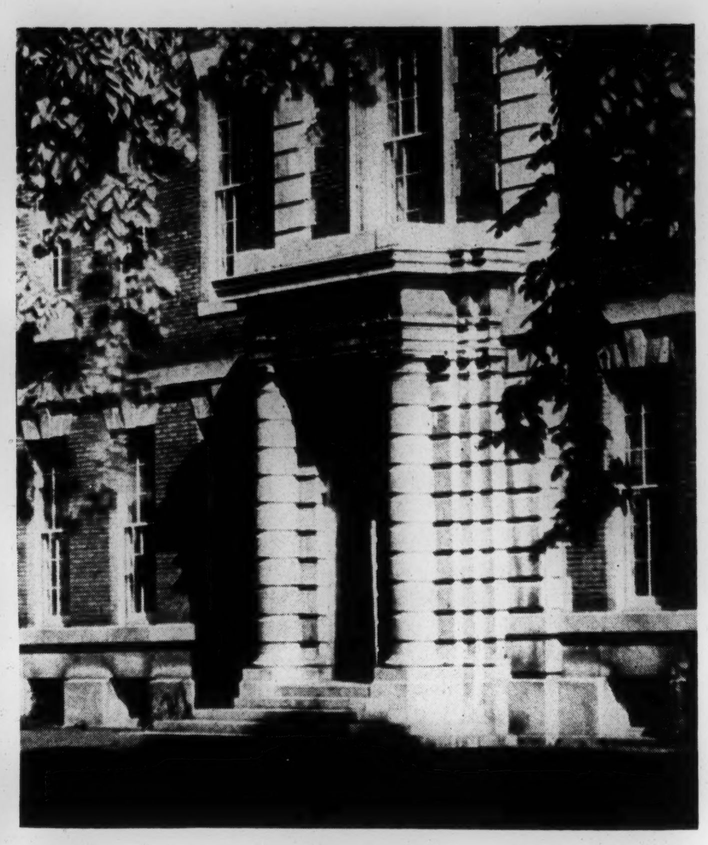

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foreign relief

Czechoslovakia Remembers

CIO aid to an oppressed people shines through the dark memory of the years of Nazi terrorism

(This is the concluding part of the story of CIO's share in bringing aid to Czechoslovakia during the worst years of her torment under the Nazi whip. In writing it, Desider Benau, representative in the United States of the Czechoslovak trade unions, has actually set down the record of American organized labor in bolstering the spirit as well as the bodies of the people all over Europe who kept on fighting their oppressors against heartbreaking odds. That this help must go on to give the Victory meaning is Benau's closing message.)

The Czechoslovak partisans were active not only on the Western but also on the Eastern front. The Moscow daily "Pravda" often wrote about the activity of the Czechoslovak partisan group known under the name of "Mountain Brothers" whose commander was a workman, Eugen Novak.

There were several women in the group. Two of them, Zofka Stanovicova and Anna Kachnicova, were captured by the Germans. They did not betray their comrades when they were tortured. The Germans gouged out Stanovicova's eyes, cut off her breasts and finally hanged her. But she remained faithful to her partisan oath. She did not betray.

The Germans dragged away hundreds of thousands of Czechoslovaks to concentration camps. When they came to Czechoslovakia they were determined to deprive the nation of all her political, cultural and military leaders.

That is why they executed or arrested all the foremost civic leaders, ministers, deputies, senators, mayors, professors, writers, journalists, generals and other officers. Many leaders of the labor movement and the trade unions were among those tortured or put to death.

THE TERROR GROWS

Realizing that these measures had not the desired effect on the Czechoslovaks and that their resistance movement was growing steadily, the Germans decided to use mass deportation against them. Hundreds of Czechoslovaks were executed, thousands were sent to concentration camps. The stream of Czechoslovak victims going to the scaffold or to concentration camps practically never ceased to flow.

The Czechoslovaks have the sad honor of having been represented in almost all the Nazi concentration camps. Thus the CIO money shares the honor of alleviating the misery of the Czechoslovak victims in all these camps. The most terrible camp was in Oswiecim. Whoever was sent there was condemned to certain death. In 1942 the Germans changed their policy. They were short of labor and so they ceased killing people who were able to work. Only those who could not work were killed. From the beginning of 1943 they allowed parcels to be sent to Oswiecim. They were interested in having their prisoners carry on the heavy work as long as possible.

Parcels were allowed to be sent from the beginning to the newer concentration camp in Bergen-Belsen, where 1,800 women and children from Czechoslovakia were imprisoned. The sending of parcels also alleviated the misery of the 2,600 Czechoslovak prisoners held in the camp of Buchenwald.

Parcels sent to concentration camps were not only a material but also a spiritual blessing to the prisoners. The parcels contained more than food, linen, soap and other toilet articles. Often it happened that at the bottom of a tin of marmalade the prisoner found a small piece of paper with a few words: "Hold out, you are not forgotten" or "We shall win." Soap or other articles contained the message: "This gift comes from the American Trade Unionists" or "The American workmen are sending this parcel."

On April 28, 1945, Buchenwald was visited by a United Nations War Crimes Commission headed by Lord Wright. The Czechoslovak member of the commission, Dr. Bohuslav Ecer, declared in his report that Czechoslovaks in Buchenwald had their own underground organization. At the head of the organization stood a secret national committee.

Dr. Ecer's report is an indirect proof that the generous gesture of the American trade unionists contributed a great deal to the moral and physical survival of the Czechoslovak victims of Nazism.

LABOR CAMPS

According to figures supplied by the Czechoslovak Government, the Nazis dragged away to German labor camps 500,000 people from the "Protectorate" of Bohemia-Moravia and 150,000 from Slovakia.

The Czechoslovaks were sent to 26 labor camps in Germany and three in Austria. Besides these they were sent to labor camps in Poland, Ukrainia, Yugo-

(*Continued on page* 17)

NO
VACANCIES

The former resident of a foxhole is finding it next to impossible to get a roof over his head.

THE transport slowly makes its way into the harbor. The tugs scamper around it, guide it into a pier, and presently thousands of men in uniform begin to disembark. They are on home soil.

Eventually they will turn in the paraphernalia of war and be discharged from the service, and crowded trains will take them to all parts of the country, back to the friends and the families whose battles they fought all over the world. The soldier has become a veteran.

As a veteran he is a civilian, and as a civilian he is face to face with problems that he heard about or read about, vaguley and intermittently, while he was oceans and continents away. Then he could dismiss them with a shrug or a wisecrack as being slightly beneath the attention of a man concerned with the more immediate problem of life and death. Now they are sitting squarely on his shoulders and cannot be tossed off with a shrug, and the wisecrack dies in the grim daily presence of questions to which there seem to be no answers.

One of the toughest questions is shelter: a place to live. American cities, crowded with workers, servicemen's wives, government employees, have strained their housing resources during the war. Victory did not see a lessening of the pressure. Displaced workers for the most part did not have the money to return to their homes, and often there was no assurance of a job when they got there, so they stayed. The sidewalks of the cities were lined with "100% rented" signs which did not come down. And then the veterans started returning.

THE WARRIOR'S RETURN

New York, the nation's largest city with the largest number of men in service, is a case in point. Its veterans started returning soon after V-E Day. They marched off the ships, weary of lines—mess lines, bath lines, canteen lines, to find—lines. They made the rounds individually at first, then, discouraged, they flocked to the Veterans Service Center, the Housing Commission, the veterans' organizations. The answer was always the same: "100% rented." Dozens of them appealed to the Commissioner of Parks for permission to pitch tents in Central Park. This request was turned down.

Their desperation is evidenced by the lines which formed in the Bronx when the announcement went out that the apartments formerly occupied by the Waves in training were to be allotted to veterans and their families. The first day, more than a thousand people queued up an hour before the doors were open. Six hundred apartments were available, so many were doomed to be disappointed. Many others appealed through letters. A Navy wife with two children, living in a two-room apartment, wrote, "My big girl sleeps in the room that serves as a bedroom for all of us. My boy is away with relatives, who can't afford to keep him."

On the second day, when four hundred apartments had been assigned, the doors opened at 9 in the morning, and no one was allowed to join the line after 11. Six hundred families found shelter, but the need is so vast that this alleviation is scarcely felt.

(*Continued on page* 16)

Courtesy New York Post

Four hundred apartments became available in New York City when the WAVES who were occupying them were sent elsewhere. Next morning, 600 veterans and their families were on line to apply for the vacancies.

Background
For Social Action

Education

> "Educate and inform the whole mass of the people. They are the only sure reliance for the preservation of liberty."
>
> —*Thomas Jefferson*

SELECTIVE Service figures reveal that 350,000 Americans called up in the draft could not write their own names. The 1940 U. S. Census showed that of all adults 25 years of age or over, three million had not attended school at all, 13 percent had not completed the fourth grade, 56 percent had but an elementary school education or less, and 75 percent had not completed high school.

The National Education Association points out in a recent report that the average for all school teachers' salaries in 1942-43 was only $1,550, and for rural school teachers only $969. During the year 1943-44, 44,000 American teachers received less than $600, or an average of $11.50 per week. In 30 or more states, teachers' pay averages less than the income of scrubwomen.

Obviously needed is a broad program of federal aid to education. The 1944 CIO Constitutional Convention called upon Congress to "enact legislation which has been pending for a long time to provide federal aid to states for expanding and developing full educational facilities so all Americans shall be able to enjoy the full benefits of education;" and endorsed a national adult education program, urging Congress to appropriate federal funds to promote such a program nationally through the states and their administrative agencies. Also endorsed, was permanent legislation to "make it possible for every child to have a hot, well-balanced lunch at school, regardless of the ability of the family to pay the costs, and without discrimination as to race or religion." Other educational aspects of the CIO's program as adopted by the 1944 CIO Convention include support for (1) a broad government program for training and retraining young workers in new vocations or at higher skills to be put in operation during the reconversion period; (2) federal and state aid to education to assure qualified young workers now in industry an opportunity to attend college, and (3) the establishment of a permanent National Youth Service Administration to serve as a coordinating agency in solution of reconversion and postwar problems of American youth.

America's education program must be broadened through unified citizen support for federal aid to the states and communities based on the demonstrated need for increased educational opportunity throughout the nation. This means the guarantee not only for increased educational service but increased standards of service, including standards of remuneration for teachers in keeping with the dignity of their profession.

Child-Care Centers

Following action by CIO in cooperation with social agencies, women's organizations and other progressive community and national groups, continuation of federal support for the operation of community centers for the care of children of working mothers was guaranteed through March 1, 1946. However, there is every evidence that the need for the centers will not end with the technical close of the war emergency. The "Maternal and Child Welfare Act of 1945," (S. 1318) would provide, among other child welfare, maternal and child health and crippled children's services, federal aid for day-care centers and foster care programs for children of working mothers. The Maternity and Child Welfare Act of 1945 should not be considered as a substitute for an adequate national health and social security program but as supplementary to the provisions of the Wagner-Murray-Dingell Bill.

Federal aid for continuing and further developing maternal and child welfare services should be supported, but states and communities should plan now to meet the problems which abrupt withdrawal of federal funds for child-care centers now supported under the Lanham Act may bring. In case no further federal support is available after next March, provisions must be made from state, municipal or community resources to continue operation of the centers in every case where their need continues.

Dimes for Health

RECORD contributions of America's families to the 1945 March of Dimes brought the nation through last year's widespread epidemics of infantile paralysis and lengthened the strides of science in a continuing struggle for total victory over the Great Crippler.

CIO's response to last year's appeal of the National Foundation for Infantile Paralysis was immediate and generous. Thousands of CIO men and women saw the dollars and dimes they contributed pay dividends in the form of skilled care and treatment for polio victims in their communities, in their own shops, or in their own homes.

CIO President Philip Murray, as Co-Chairman of the "March of Dimes," Labor Division, represents CIO's backing of the Foundation's work all over the country in this year's drive. The 1946 campaign will run through January 15-31.

Poliomyelitis is one of the most expensive diseases known to medicine. Many patients must receive continuing care, sometimes for several years. Hospitalization for a single patient costs more than $2,500 per year. Very few budgets can stand such a strain.

Eight years ago, the late Franklin D. Roosevelt founded the National Foundation for Infantile Paralysis in fulfillment of the growing need for an organized fight against polio and a "general staff" to direct that fight.

The fight is costly, and grows more costly as the National Foundation expands all phases of its activities and meets the cost of polio epidemics.

Of all the contributions in any county to the annual March of Dimes conducted by the Foundation, half remains with the local chapter for special equipment, hospitalization, transportation, treatment and care of polio patients. The other half goes to the national organization for research, education and emergency aid in epidemics.

Standing ready to give battle on every sector of the polio front, the National Foundation for Infantile Paralysis is a vital weapon of the working people—a weapon against the common enemy, poliomyelitis.

The first paid subscription for Citizen CIO has been received from Senator Arthur Capper of Kansas. Senator Capper is a member of the Senate Committee on Agriculture and Forestry.

Democracy's Stepchildren

Book Review

(ONE NATION, by Wallace Stegner and the Editors of "Look," Houghton Mifflin, Co., $3.75.)

America, the land of golden opportunity, the melting pot of the world, has for three centuries beckoned to her shores immigrants from all the continents. "Give me your tired, your poor, your huddled masses yearning to breathe free, . . . send these, the homeless, tempest-tossed to me, I lift my lamp beside the golden door." What have we done with those who accepted the invitation?

In the United States are forty million people—Jews, Catholics, Negroes, Mexicans, Japanese, Chinese, Filipinos, Hindus, Koreans—who are commonly classified as minority groups, but together they constitute almost one-third of the nation's population. Wallace Stegner and *Look Magazine* have presented, in "One Nation," a pictorial and factual study of the place of these groups in the American society.

In group after group the same story is told—segregation, with crowded families in decrepit slums, a disease rate two and three times that of the community as a whole, social discrimination, bitterness or a hopeless resignation.

The Negroes in the South live apart from the rest of the community, segregated in their social and economic activities, receiving the lowest paid and most tedious work, crowded into back alleys in the cities and shacks in the country. The Negroes in the North have a little better time of it, but incidents like Gary, Indiana, prove that even the supposedly more enlightened sections of the country have not yet accepted the Negro as a part of society.

Anti-Semitic feeling has been latent in many American cities for many years, but the pre-war activities of the Bund and America First groups have encouraged its development and expression. Riots and vandalism in Boston, Chicago, and Philadelphia, political campaigns based on racial myths and slanderous whispers are dangerously close to the Germany of the 1920's.

The situation is very bad when the knifing of a soldier in Los Angeles by an unidentified Mexican youth can lead to a three-day reign of terror, with servicemen beating up terrified *pachucos* while the police carefully turn their backs.

These are only random incidents from the history of minority discrimination in America. Stegner proves with pictures and statistics that one-third of a nation is not only ill-housed, ill-clothed, ill-fed, but it is ostracized by the community of which it is a part. He points out that, while each community may consider that it has a racial problem—a Jewish problem, a Negro problem, a Mexican problem—that is purely local astigmatism. What we have is an American problem: the need for integrating our varied cultures into one society. Each of these groups has contributed to the American civilization, and can contribute more if we set them free.

According to Stegner, "underlying all our prejudices, racial or religious or cultural, is fear—the fear of being swamped, overrun, changed or converted or diluted, done out of our jobs or our social position." This fear is shown to be intensified where two or more groups are living in close contact, usually at the bottom of the economic scale. However, the cure is not segregation, which has been tried and found wanting. A general bettering of the standard of living of all the groups in the low income class, combined with education for tolerance and understanding, is the only answer.

Society pays the bill when it attempts to segregate and exclude its minorities. in tuberculosis and the social diseases, the crime and delinquency which slums breed, are totaled the cost to society. But these are only the physical aspects of intolerance. The psychological are as corrosive.

"So long as the average American permits himself the apparently harmless indulgence of cussing the Jews or damning the Catholics or feeling superior to the Negroes or taking out his hatred and fear of Japan on Americans of Japanese parentage, the hard and durable spore of all the worst kinds of bigotry is preserved, and can be watered and tended and fertilized by fanatics and lunatics and politicians willing to build up a clique by any method."

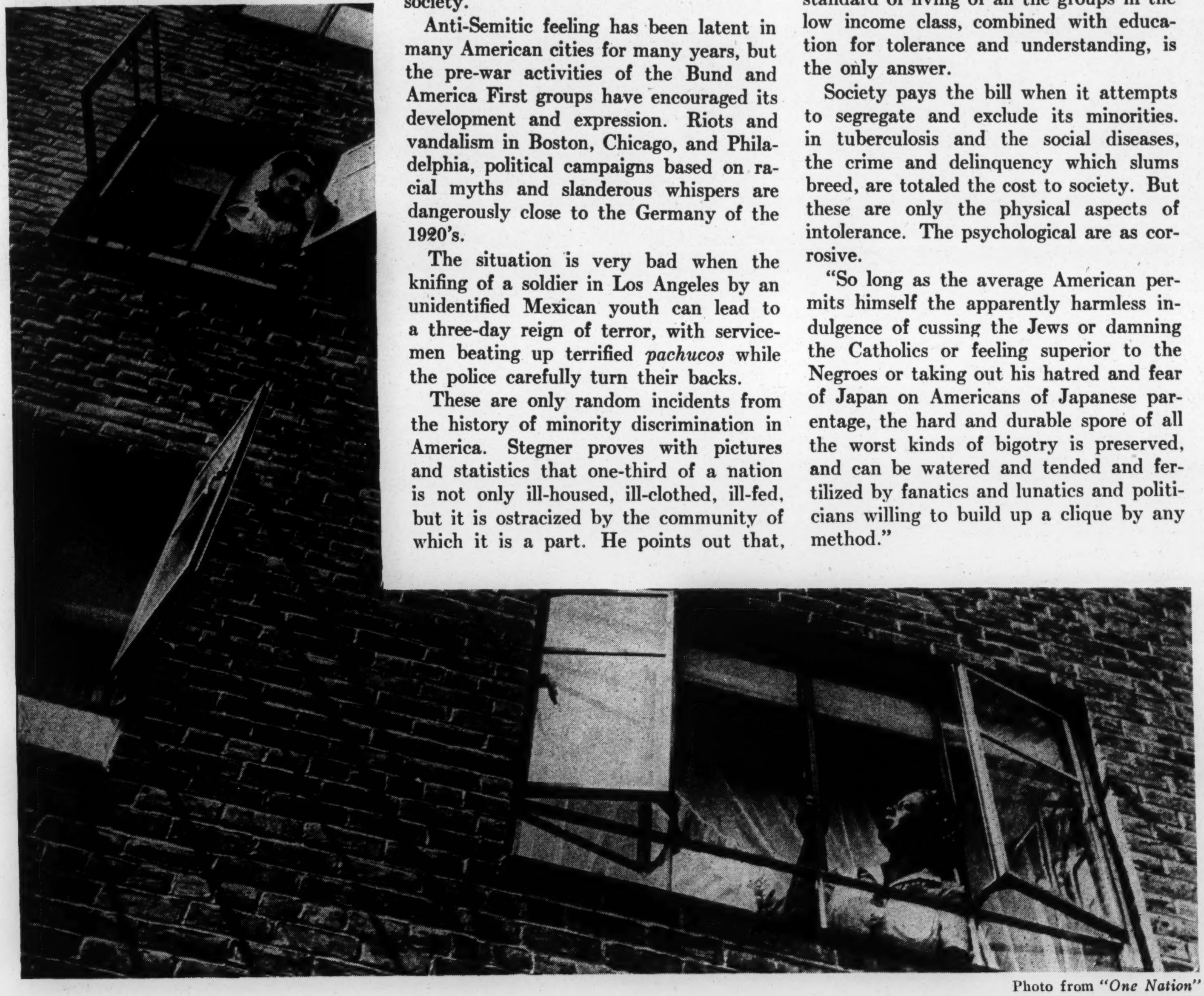

Photo from *"One Nation"*

"No Vacancies"

(*Continued from page 13*)

Those veterans who have found temporary homes are no better off. Every day the New York press records more evictions. A veteran, living in Yonkers, was forced to move by a change of landlords. Unable to find a home, he left his wife and small son with friends, while he moved into a furnished room. Another veteran, Superintendent of Schools in Tuckahoe, moved into the high school's model apartment. When the Board of Education protested, he was forced to leave and move in with friends temporarily.

These are only the more newsworthy of the incidents which are occurring every day, all over the country. The cities, strained by the housing problem of a wartime economy, have made no provision for their servicemen. Part of this laxity was a Micawber attitude—something must turn up, the situation can't get worse. Part was due to insurmountable physical limitations. Building materials have been scarce, city funds have been limited. American housing, built mainly during the boom of the '20's, is inadequate to today's needs, and the war accentuated this condition.

It is already too late to solve easily the problem of the returning veteran and returning war worker. Somehow, they must all find homes, but the plans and foundations for a simple solution should have been laid long ago. Solutions for the present acute situations will be piecemeal and haphazard. It will be a long time before all the needs are satisfied.

While we are trying to aid this moment's distress, we must look ahead.

Legislation, such as the Wagner-Ellender-Taft bill for low-cost public and private housing, must be enacted as soon as possible and construction gotten under way. Only in this way can a repetition of the present intolerable situation be avoided. Men who have fought for their country deserve better of it than to wander homeless.

The New Veteran

(This column is written by Luigi Creatore of the National CIO Community Services Committee. He served with the U. S. Navy for five years during which time he wrote a column for many service papers.)

The fellow in the tight-fitting suit and Army knitted sweater wanted to know if I was the Veteran's Counsellor. I told him that wasn't exactly my work but maybe I could help him anyway.

"I spent two years in the American Army," he said.

"The American Army?" I asked.

"Yes," he said. "Before that I spent two and a half years in the British Army. When I switched to the American Army, they gave me full credit for the time I spent in British service."

"That's as it should be," I said, wondering what the rub was.

"I want to go to school, now." He seemed puzzled.

"What's holding you up?" I asked.

"I was a month over my twenty-fifth birthday when I switched to the American Army. The Veterans Administration tells me I can get only one year of education under the limitations of the G.I. Bill."

"I thought you said the Army gave you credit for your British service."

"The Army did," he said, "but not the Veterans Administration."

I made a few phone calls to check his story. He was right.

Here was a guy who had let his conscience and his heart guide him when the rest of the country was walking a tight-rope. While reactionary groups were slowing down every preparedness move offered the nation, this American was offering his life to stem the flood of fascism that was sweeping over Europe. He had recognized the enemy of Democracy and was fighting him.

For this he reaps a disillusioning reward. The guy has courage enough to want to pick up the pieces and go through four years of school to build himself a better life, as he has helped build a better life for the world. The Veterans Administration is turning thumbs down on his ambitions.

It's not a pretty picture. But the Veterans Administration sidesteps all responsibility by pointing to the law. The G.I. Bill says a man's twenty-fifth birthday is the determining factor as to whether he will get an education or not.

I couldn't help my visitor. The best I could do was tell him we were all hoping Congress would liberalize the G.I. Bill and remove the age limitation for the educational benefits.

"Congress," the guy said. He made the word sound like an insult. When he left shortly afterwards I kept thinking about his attitude towards our country's lawmakers. It was more than the gripe of one man who had gotten a raw deal, it was the symptom of an unhealthy condition.

Many a monotonous war-day was made more bearable for the soldier overseas because he knew the people back home had prepared a "G.I. Bill of Rights" for him. Now he is finding out that man-made laws have loopholes and weaknesses. He doesn't like it. He becomes angry when he is denied his education by a technicality. He becomes bitter when he tries to make a G.I. loan and is tripped by red tape. He is hurt when he starts school and has to quit because $50 a month isn't enough for expenses.

The G.I. Bill was originally passed with good intent. Some of the provisions are not good. They are not practical. They do not provide for the human element.

It has become evident that the G.I. Bill needs to be overhauled. Everyone is ready to admit this fact, yet no one is pushing action. The much-talked about, much-abused, very confused veteran, is standing on the sidelines—waiting.

In the Service, if a man is caught goldbricking, he is told to "get hot or go home." We don't want to direct such a common expression towards our own august Congress—do we?

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Czechs Remember

(*Continued from page 12*)

slavia, France, Belgium, the Netherlands and Norway. Parcels were sent to all these camps whenever the German guards allowed it.

Czechoslovak workmen in these camps were also well organized. They followed the instructions of the Allies. They slowed down work and sabotaged their tools. Sometimes there would be too much water in the cement, sometimes the boilers would burst because of too much pressure.

The morale of the Czechoslovak workmen was kept up by broadcasts from abroad. The statements of some of the leading members of the CIO broadcast to Czechoslovakia had a great effect on them.

HEAR LABOR LEADERS

The chairman of the National CIO Community Services Committee, Irving Abramson, spoke over the radio in the Czech and Slovak language during his visit to London at the beginning of this year. On the occasion of the World Trade Union Congress in London in February, the head of the CIO delegation, R. J. Thomas, spoke also over the radio to Czechoslovak workmen. The Director of the CIO-CSC, Leo Perlis, broadcast a statement to Czechoslovakia during the May 1st celebration. The writer of these lines regularly informed the Czechoslovak workmen over the radio that the American trade unions were sending them relief for the duration of the war and that after the war they would help them to reorganize their trade union organization.

These manifestations of solidarity certainly did a great deal to encourage the workmen in their struggle against the Nazis.

Czechoslovakia is once again free but the needs of peace will be even greater than they were in war. The $150,000 received from our American friends for the year 1943-1944 were sent to London. A small part of this fund was smuggled into Czechoslovakia or sent to countries where Czechoslovaks found refuge. The greater part of the money was used in London for buying foodstuffs, clothing and medicines and for organizing the sending of parcels to all parts of the world where Czechoslovak citizens were in need of them.

For the fiscal year 1944-1945 the help given by our American friends was increased to $200,000. Of this, only half was sent to London. A greater part of the Czechoslovak republic was liberated already in the first months of 1945 and we were able to send the goods most needed directly from the United States.

For the fiscal year 1945-1946 our American friends increased the contribution by a further $50,000 to a total of $250,000. I would like to explain what we are going to do with this sum.

The whole of Czechoslovakia is now liberated. Tens of thousands of men and women, as well as children who have lost their parents, are returning home from concentration and labor camps. Many women have lost their husbands in the struggle.

They are all undernourished. They are without homes, without clothing and medicines. Men who were torn away from their original trades have lost their skill.

TOWARD A NEW LIFE

The relief work of the American trade unions will certainly find a useful field of activity. The money we received now will do a great deal to blot out the long years of hunger and torture. It will help the Czechoslovak workmen to start a new life. The American trade unions, to whom I submitted our budget for 1945-1946 have approved the use of the money for this purpose.

I take this opportunity to thank our American friends for all the assistance they have given to Czechoslovak workmen. The generous help they are giving us is a magnificent example of international labor solidarity.

AUGUST SCHOLLE, CIO Regional Director for Michigan and a member of the National CIO Community Services Committee has just returned from a trip to the Far East. He made first-hand observations of conditions there and will make a report to the Committee. His findings are expected to prove valuable in CIO-CSC's foreign relief program for the coming year.

ANTHONY S. LUCHEK has been named European director of CIO-CSC, with headquarters in London. A specialist in labor economics, he has taught at the University of Michigan and at Yale, and held a fellowship in "Industrial Relations" at Harvard. In 1942, he served with the labor division of the War Production Board in Washington. The next year, CIO nominated him as Regional Labor Representative for WPB in Detroit. He held this post until his appointment to his present position.

A Union Counselling Training Course Manual has just been published by the National CIO Community Services Committee. Prepared in cooperation with Alice Hanson, one of the leading authorities on union counselling, this book is designed to instruct and advise union members and welfare agency representatives in setting up training courses. It is one of the most thorough guides produced thus far in its field. Copies may be obtained from the CIO-CSC national and field offices. The price is 50 cents per copy.

Your Town?

(*Continued from page 5*)

small pox, diphtheria, et cetera, are being rapidly eliminated. But with increased age, we have increased the number of dependent people who are incurably ill. Cancer alone, it is estimated on a national level, will claim one out of every eight persons living today. Yet people who are dependent and have cancer have no place to go—they are sent home to suffer until their death. They should be hospitalized and made comfortable. If we don't plan to overcome these problems they can break down the health structure of our nation.

The tragedy is that many of these chronically ill could have been rehabilitated with adequate hospitalization and care. A large proportion of chronic illness can be prevented by an over-all program of public health. Selective Service figures proved many rejectees could have reached healthy manhood with the aid of an adequate public health program. That is the only way the problem can be licked. That is the problem the Board of Freeholders should tackle when it reviews the health and hospitalization picture of the county.

POLITICS OF MEDICINE

The county has proved it can run efficient modern hospitals. The two county hospitals—one for the chronically ill, one for tubercular patients—are progressive, modern institutions. What is needed now is for the county to add to those beginnings on the basis of a survey of the health needs of its entire population.

In spite of the fact the hospital has a waiting list, more than half the beds are empty.

The county Medical Association unanimously passed a resolution recommending that:

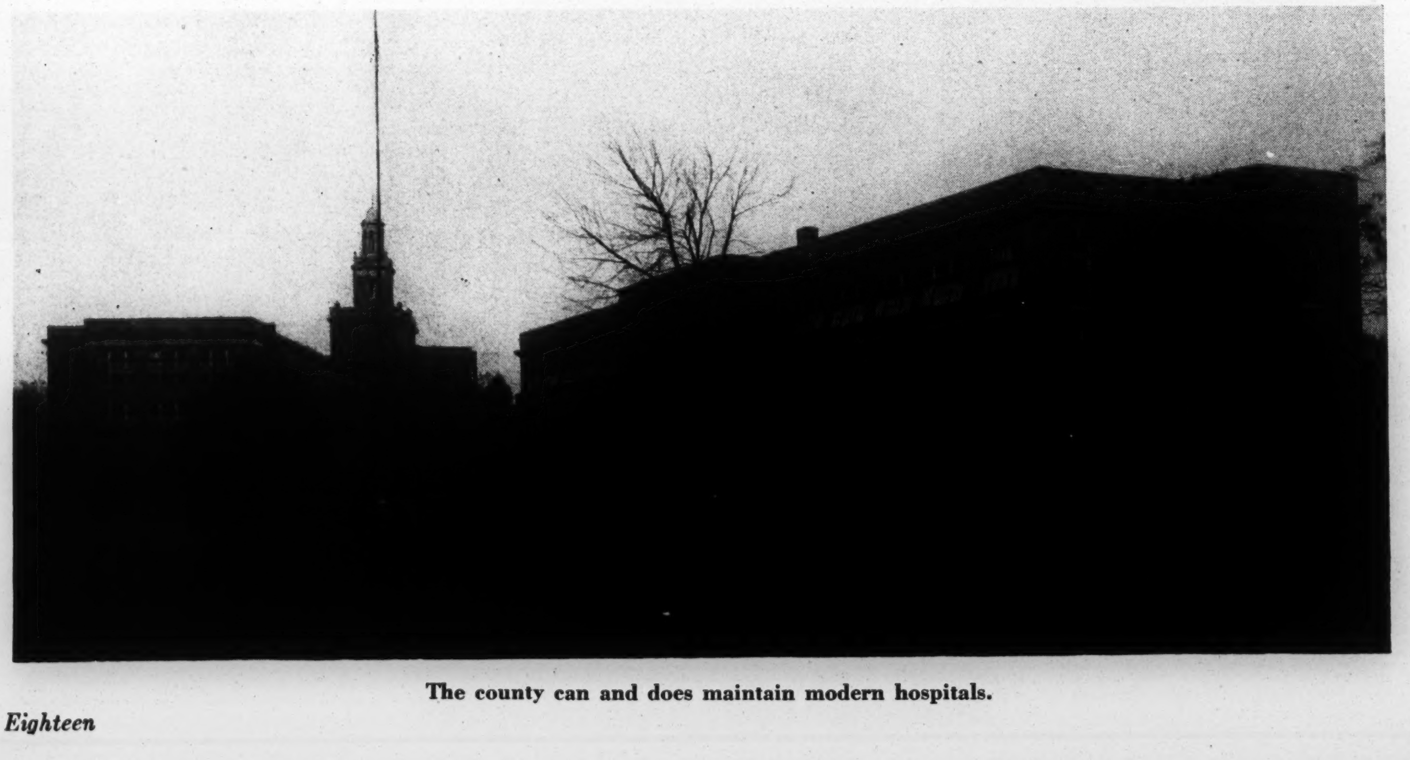
(1) Building pavilions for polio and rheumatic fever are necessary steps but

(2) They should be attached to a new modern county contagious diseases hospital, staffed with the advice of the medical association.

If these recommendations are carried out, the present City Hospital could be advantageously converted into a splendid hospital for the chronically ill. It is a fine site and could be used for a hospital of that sort.

Some medical men feel that the polio and rheumatic fever pavilions have been hastily agreed to in order to keep the real health and hospital picture under cover. Instead, they propose to use the present public interest to study and determine the facts and to build a progressive public health program upon the actual needs of the county.

But whether medicine or politics will prevail in this situation remains to be seen.



The county can and does maintain modern hospitals.

Campaign Conclusions

National War Fund reports reflect need of workers' security and labor's share in planning to assure success of drive

THE knife that cuts the heart out of Joe Smith's take-home pay also inflicts a telling wound on his community. When the factory door slams shut in the face of Mary Brown, serving notice that as far as industry is concerned the war and her usefulness ended together, her home town inescapably shares her loss.

As surely as the pulling of a switch halts the machinery of production far from the source of power, the wage cut and the layoff withdraw a vital flow of support to agencies upon whose work depends in a large measure the well-being of the city and its people.

Whatever validity the argument may have had in the past that this was mere theory, it has now been vaporized by the all-too practical experience of this year's National War Fund and Community Chest campaign. Nor is it anything but a recognition of the cold facts to draw from the reports in all parts of the country the conclusion that the crumbling of the security of the individual holds serious danger for the entire community.

A fact like this, for example: a recent survey in a large Chicago housing project disclosed that since V-J Day, the pay of the wage-earner occupants has dropped an average of 30 per cent. And this is merely the local angle on a national story.

Analyzing the drive reports, W. Brewer Grant, director of the CIO-CSC campaign division, said that although they represent a temporary setback traceable to near-chaotic conditions resulting from the sudden termination of wartime industry, they also serve as a guide for future action.

"There are lessons to be drawn from the experience of this year's campaign that will prove of inestimable value in assuring the success of future undertakings if all concerned are willing to act upon the knowledge we have gained," he said.

"What are the steps that must be taken to achieve our goal in coming campaigns? First and foremost is the establishment of industrial stability.

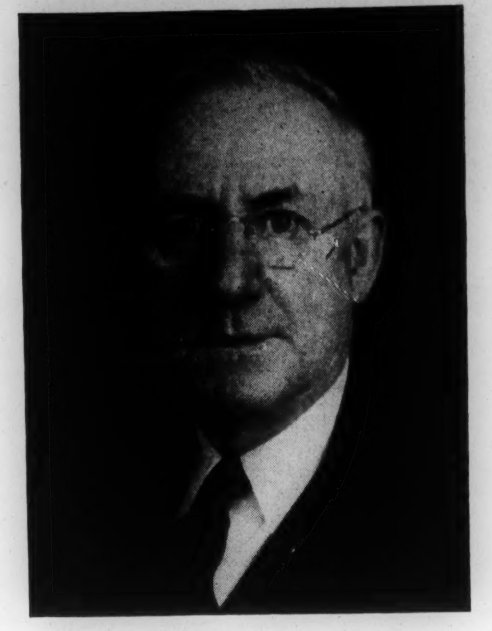
"Second, Community Chests and organized labor must work out a program of cooperation of an even greater scope than during the war years. The demand for the services of the welfare agencies which are supported by the campaigns will certainly increase rather than diminish during the long period of readjustment.

"Third, labor must be accorded a greater share in the administrative end of the agencies through increased membership on policy-making boards and in other posts of responsibility. That such expansion is justified is made clear when it is noted that the best results in the campaign were achieved where cooperation between management and labor was greatest.

"Fourth, all the effective campaign techniques developed in wartime must be preserved and strengthened.

"When the long, hard road of reconversion to peace time economy has been traveled, CIO will still be found maintaining its position as a major factor in the success of public welfare programs. Its interest in them is based not simply on the aid they have given to union members but on their importance to every member of the community.

"But this one great fact cannot be emphasized too often or too strongly: a healthy campaign depends on a healthy community, and the degree of the security enjoyed by its people will determine the effectiveness of welfare agencies."



JOHN BROPHY, director of CIO Industrial Union Councils and treasurer of CIO-CSC, who attended the World Trade Union meeting in Paris, has brought back valuable first-hand reports on CIO's foreign relief program after talks with labor trustees in charge of the various projects.

Home Front

(*Continued from page 6*)

ice Act. Nevertheless, after seeing what is being done for the individual through the union, most veterans are eager to take out membership cards.

Apparently oblivious of the above facts, newspaper headlines reporting on General Hershey's manual said: "VETERANS NEED NOT JOIN UNIONS." In this manner an obscure sentence in the manual was blown up far beyond its importance, and an impression was given that unions had been forcing veterans to join.

Is the home front lying to the veteran? If the question is forced to a yes or no answer, then the answer must be "No." Experts in propaganda do not leave themselves open to accusations of falsifying the news. They deal in half-truths and in distorted facts, which are always more dangerous than outright lies.

On the other side of the scale there is the unbiased press which limits itself to a straight reporting of the facts. Sometimes a militant group will take the responsibility of putting the truth squarely before the public.

Such an instance happened in a small manufacturing town in Pennsylvania. As a result of a labor-management dispute, the workers of the town's leading company went on strike. Almost immediately the company gave out the story that the union's actions were prompted by its resentment of veterans coming back into the plant.

Feeling that they were being used as an instrument to break a strike in which they themselves were participating, the veterans working in the plant took a full page ad in the local newspaper and gave their side of the story. In the ad they stated that they refused to be used as management's excuse to dodge the issue. They also quoted clauses of the union contract which gave veterans seniority for the time they spent in service and full protection of the union.

The trend of events is evident in the case of the soldier who speaks against Labor, and then sports his discharge pin at the head of a picket line when he learns the truth. The boomerang of propaganda that was thrown recklessly across two oceans during the war, has reached its furthest point and is turning.

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Community Services
NEWSLETTER
Issued Monthly by the NATIONAL CIO WAR RELIEF COMMITTEE
1776 BROADWAY NEW YORK 19, N. Y.

Vol. I No. 3 DIVISION OF COMMUNITY SERVICES March, 1944

WOMEN'S BUREAU
MAR 11 1944
DEPARTMENT OF LABOR

UAW AND CC&C CONFERENCES DISCUSS SIMILAR PROBLEMS

The Midwest Conference of Community Chests and Councils and the first annual Education Conference of the United Auto Workers - CIO, were held in Chicago on the same dates, and trends of thought and discussion at the sessions were so similar that one labor conferee reported:

"A person could wander from one conference to the other with a feeling that it was all part of the same show — and perhaps it was."

Delegates to each were concerned with the questions that will arise with conversion of industry from military to civilian production, with labor participation in community service organizations, and with the problems of women in industry.

The two main differences in the conferences lay in approach to social service work and in the fact that the Auto Workers emphasized the necessity for preparing now for full employment after the war and the need for political action.

Concerning social services, the UAW delegates expressed themselves as a group which had problems it was trying to solve; the social agency executives expressed themselves as a group which had few of the answers to these problems, but which was trying to reach the workers. Discussion in the Community Resources panel of the UAW's referral plan — which exactly parallels the Nat'l CIO War Relief Committee's community service program

(Concluded on last page)

INCREASED UNION INTEREST IN WELFARE AGENCY WORK CREATES NEW PROBLEMS

The rapid spread of interest in labor participation in social welfare agencies' work — by unions and by social agencies — poses new problems for the Nat'l CIO War Relief Committee's Division of Community Services. At first the Division of Community Services planned to set its program up in a few selected cities as an experiment. The program has caught on so quickly in so many places that the Community Services office is now concerning itself with finding techniques to keep pace with local developments.

The Community Services program is flourishing in local CIO Community Services Committees, set up by Industrial Union Councils in Bridgeport, Columbus, Indianapolis, Richmond, New Orleans, Springfield, Mass., Atlanta and Detroit. In Erie, Pa., and Pittsburgh the Industrial Union Councils have passed a resolution approving the Community Services program and committee members will be named shortly.

In still other cities the Council of Social Agencies or the Community Chest, carrying out the suggestion from Community Chests & Councils, is rapidly developing labor participation programs before labor is fully ready to participate. These programs cannot be successful unless labor has a share in their development from the ground floor on up.

To aid local Community Service Committees, CIO's Division of Community Services office will issue bulletins. The first bulletin, which will

(Concluded on last page)

GARY COUNSELLING CENTER FOUNDED FOR SERVICEMEN AND WAR WORKERS

The United War and Community Chest of Gary, Indiana, has just granted an allocation of funds for the establishment of a Counselling Center for demobilized servicemen and displaced war workers.

Leonard Swoverland, executive secretary of the Chest writes, "Organized labor has played no small part in this endeavor. Representatives from the CIO and AFL are members of the center's organizing committee; furthermore, both the CIO and AFL are represented on the executive and budget committee of the United War and Community Chest which allocated the funds to operate the center."

Gary is one of the first war boom communities to start such an information service. Swoverland explained: "It will be an experiment to have a central office to which veterans and displaced war workers may be referred for intelligent information on existing community services. It is our hope that this procedure will eliminate the possibility of individuals seeking help and getting the run-a-round."

The center will operate in a separate office in the downtown area. At the beginning, there will be a full time counsellor and office worker on the staff. The counsellor will make referrals to the proper community agencies where more than short-time counselling is required.

The counselling office will be directed by a board of 12 members representing business, government, social agencies, labor unions, churches and veterans organizations.

HEALTH COUNCIL CITES WORK OF LABOR RELIEF COMMITTEES

The AFL's United Nations Relief and the Nat'l CIO War Relief Committee are appropriate agencies for membership in the Nat'l Health Council, since they serve as the planning and advisory boards to their union membership in the health and welfare field. So declared Dr. Kendall Emerson, president of the Nat'l Health Council, at a luncheon at which the Council entertained executives of national health agencies and representatives of the CIO and AFL relief committees.

Douglas Anderson, representing CIO, pointed out that "a reversal of the traditional trend in union feeling toward compulsory health examinations, formerly ordered by the employer, is taking place. This is marked by the inclusion, as a bargaining point in several United Auto Workers contracts of a provision calling for compulsory physical examinations."

That labor union pressure can help secure important health legislation was stressed by several of the physicians present. It was suggested further that organized labor strongly support the health agencies campaigning for the passage of the Wagner-Murray-Dingell Bill. Percy Shostac, representing the American Social Hygiene Association, pointed out that only 30 states have pre-marital blood test laws on their books. He felt labor unions in the remaining 18 states are in an excellent position to press for the passage of similar legislation.

Attending the luncheon: Dr. Reginald M. Atwater, American Public Health Ass'n; Dr. Kendall Emerson, Nat'l Tuberculosis Ass'n; Mr. David H. Holbrook, Nat'l Social Work Council; Dr. Hugh R. Leavell, Health Officer, Louisville Ky.; George J. Nelbach, State Committee on Tuberculosis and Public Health; Dr. George Palmer, American Public Health Ass'n; Dr. Philip Platt, Nat'l Health Council; Percy Shostac, American Social Hygiene Ass'n. Susan LaFollette and Leon Climenko represented the AFL; and Douglas Anderson and Mimi Eisenberg, the CIO.

CIO RAISES FUNDS FOR YWCA PROJECT

The YWCA, forced to vacate the building that housed its Sojourner Truth branch in one of Newark's (N.J.) slum areas with a large Negro population, called on organized labor to help riase funds when it decided to buy a building of its own. They wanted a branch where both Negroes and whites would be welcome.

Asked to help, the Greater Newark Industrial Union Council set up a committee to raise funds from Newark's CIO membership to help fill the $30,000 pot. Katherine Hoffman, sec'y-treas. of the Greater Newark IUC is chairman; Nicholas Chase, UOPWA; Karl Thol, UAW; and Sarah Sidon, UAW are members of the committee.

To date the United Electrical Workers, United Automobile Workers, Textile Workers of America, United Office and Professional Workers, United Steelworkers, the United Mine, Mill and Smelter Workers, the State, County and Municipal Workers and the Gas, Coke and Chemical workers have contributed to the fund from CIO.

At the state IUC meeting, Louis Horowitz, New Jersey area director of the CIO War Relief Committees, said that it was most important for CIO "not only to give organizational support, but for individual union members to play an active role in raising funds for this most worthy project." Horowitz recommended that local unions use their war relief machinery in the plants to raise funds.

The AFL, thru the Essex County Trades Council is backing the campaign for funds, with Jacob Baer, William Hopkins and James Marshall heading its committee.

The campaign opened with a luncheon at which the project was endorsed by Paul Robeson; Harold Lett, executive director of New Jersey's Urban League; William Jackson, member of Newark Board of Education; J. Mercer Burrell; and Mrs. Grace Fenderson, representing the NAACP.

Wide-spread community support is making the center a reality, altho it will be several months before it will be ready to open. One thousand dollars still must be raised.

In the meantime, Sojourner Truth branch activities are carried on at the downtown YW, which is not jim-crow but which isn't convenient for community use.

"FOR THE NATIONS SECURITY"

The Nat'l CIO Department of Research and Education has issued "For the Nation's Security," a pamphlet on the proposed Wagner-Murray-Dingell Bill (S-1161, HR-2861) which explains in careful detail the bill's coverage and the methods of administration and financing for which it provides.

Among the much-discussed bill's provisions are unemployment benefits payable for a minimum of 26 weeks; the establishment of a permanent national system of employment offices; a health protection program including insurance for hospital care, doctor's fees and medical supplies; and maternity and temporary disability benefits.

Its enactment would assure every aged and dependent person of at least a minimum income.

"Where the Money is Coming From"

The Wagner-Murray-Dingell Bill depends for financing upon payroll taxes, just as the present social security act does, with employees contributing six percent of their wages up to $3000 a year, and employers paying six percent of their taxable payrolls.

Concerning the measure, the CIO pamphlet comments:

"In the midst of a terrible war, we must plan to avoid a terrible peace. The Wagner-Murray-Dingell bill takes this into account. It is a preventive

(Con'd. on the next page.)

"For the Nation's Security"

(Con't. from Page 3)

safety measure against unnecessary suffering. It is a practical antidote to fear and want, complete with financing program. It is a real companion to the full production and consumption which will lead to abundance. It needs the support of everyone who wants peace and plenty to come true."

In Detroit, the Council of Social Agencies issued a statement to its member agencies outlining the features of the bill and correcting some of the misinformation circulated about it in the publications of the doctors' associations. Several such groups are issuing false and distorted criticisms of the measure. Action like that of the Detroit Council helps to counteract such propaganda, and could well be copied by other Councils of Social Agencies. Copies of the pamphlet may be secured by writing to the CIO Education and Research Department, 718 Jackson Place, Washington 6, D. C.

SAN DIEGO CIO OPENS INSTITUTE ON COMMUNITY SERVICES

In San Diego the CIO has organized a "CIO Community Services Institute" in cooperation with the San Diego War Chest and Community Chest to study the agencies affiliated with the Chest. This Institute, which will hold monthly meetings for CIO leaders, plans to discuss and evaluate a different social agency at each session.

"One of the most significant developments of our times has been Organized Labor's newly created interest in not only raising but spending millions for community services" a statement issued by the Institute points out. "During the last decade the base of support of organized philanthropy has continually broadened until today wage earners' contributions make up a substantial part of the total raised. The natural result of increased support of community welfare services by wage earners is a corresponding growth of interest and participation in the agencies and programs so financed."

NEW ORLEANS SETS CHEST RECORD LABOR REPRESENTATION FOR 19 YEARS

With a history of 19 years of labor representation on the Community Chest, union members and the city of New Orleans both have a right to be proud of their splendid record of cooperation, Julius Goldman, director of the New Orleans United Community and War Chest, said at a meeting there last week.

"New Orleans' attitude toward labor can be judged by the fact that AFL and CIO are represented on both the board and the executive committee of the Community Chest," Goldman continued.

Nat Klein, Eastern States Regional Director for the Nat'l CIO War Relief Committee, told the meeting:

"It is the hope of the CIO to see each community incorporate in its own welfare organization a committee representing organized labor."

"We want closer contact between welfare councils and workers for two reasons: first, because workers want to feel they are taking a part in planning for the use of the funds they helped to raise; and second, because they want to feel easier about calling on agencies for help when they need it. Right now needy workers will come to their unions when they are too proud to go to the agencies."

The New Orleans CIO Industrial Union Council has set up a Community Services Committee to do the job there, with Elizabeth Wilson, American Newspaper Guild, Local 170, as its chairman.

Committee members are: R. W. Starns, president of Local 5, American Communications Assn.; Harry Zebal, president, United Celotex Workers; Harry Koger, Local 91, United Cannery, Agricultural, Packing & Allied Workers of America, Miss Lucille Savoie. Textile Workers Union of America; and William Spooner, International Longshoremen and Warehousemens Union, Local 207.

SOMETHING NEW HAS BEEN ADDED

The Grand Rapids CIO and the Council of Social Agencies are sponsoring the distribution of plastic key rings bearing the telephone number of the social agency council, to all shop stewards. This key ring, which is heart-shaped, is a handy device the stewards will use to refer workers to community agencies. The Council of Social Agencies will foot the bill for the gadgets. Waterbury, Conn., Detroit and Bay City, Mich. want to adopt this Grand Rapids stunt.

AWCS -- NEW STEP IN SOCIAL AGENCY COOPERATION

American War-Community Services, Inc., is a coordinated organization of six national welfare agencies which aims at securing financial and public support for special war service projects in new war communities where adequate health and welfare facilities are lacking.

Commenting on the work of the organization, Leo Perlis, national director of the CIO War Relief Committee, said:

"This interlocking organization of welfare services is an achievement in itself. It represents the first time such a thing has been undertaken, and it should have organized labor's support.

Founding of the AWCS was a definite break with the tradition for independent activity of its member agencies -- the Child Welfare League of America, the American Institute for Immigrant Welfare, the Nat'l Urban League, the Family Welfare Assn of America, the Nat'l Organization for Public Health Nursing and the Nat'l Board of the YWCA.

Each is contributing staff and time to set up projects under the AWCS program. The Urban League has Community War Service workers tackling racial tension problems in Seattle, San Diego, Los Angeles, Van Port, Ore., Atlanta, Miami, Baltimore. The Urban League cites with justifiable pride its success in bringing together Negro and white, labor and management community leaders to discuss and alleviate the severe labor problems in the West Coast war industry centers.

The YW board has transferred three staff members to the War Community Services field work program, and has extended the services of the Portland, Ore., YW to include the families of war workers in near-by Van Port. It has also opened a new center to serve Kaiser shipyard workers, and an attendance of 750 young people -- Negro, white and Chinese -- at the opening night indicated how badly the center was needed. Another center for women war workers has been opened in Owensboro, Ky. The other agencies have diverted staff members to AWCS programs and are planning projects in needy war industry centers.

CIO GETS A THANK-YOU NOTE

Dr. H. Leavell, health director in Louisville, Ky. writes, "Thanks very much indeed for sending me a copy of your excellent directory of social service and welfare agencies. This is certainly a fine piece of work and I am delighted to have it." This directory, issued by the Atlanta CIO, catalogues the community resources and welfare agencies in the city. Distributed among CIO members it provides a handy guide telling where to go and whom to telephone if you have a child care or housing or recreational problem. Sample copies may be secured from: Robert Kinney, Area Director Nat'l CIO War Relief Committee, 1024 Mortgage Guarantee Bldg., Atlanta 3, Georgia.

UAW and CC&C Conferences Discuss Similar Problems

(Continued from Page 1)

—made some delegates feel that the Auto Workers' plan may form the needed bridge between organized labor and social agencies.

While the Auto Workers talked of labor's problem in developing leaders able to serve on the boards of their community service organizations, the Community Chests and Councils conference discussed the necessity for securing greater labor participation in their work. They gave their enthusiastic approval to a talk made by Ethel Polk, regional director of the Nat'l CIO War Relief Committee and former assistant director of the UAW welfare department. Miss Polk hailed the progress already made in this direction and described new goals of service to workers for the coming year.

Speakers at the UAW sessions stated emphatically the need for political action now to achieve full post-war employment, and urged the delegates to build hard and fast for a real political organization. This stand contrasted with the CC&C conference, where there were numerous unofficial discussions of the problems the delegates' communities will face in the change-over from war to peace production.

A curious development arising from the Chicago conferences was the fact that leaders of the Community Chests & Councils group struck the most direct blow in behalf of improved industrial relations when, in an off-the-record meeting, they rebuked the representatives of one of America's largest corporations for its uncooperative attitude toward real labor-management cooperation in carrying out certain necessary war-time programs.

Increased Union Interest In Welfare Agency Work Creates New Problems

(Continued from Page 1)

be available this month, outlines specific steps Community Service Committees may take to get their program into operation. First it explains in careful detail the steps for Industrial Union Councils to take to set up Community Services programs. It includes a suggested agenda for the first meeting of the Committee, a description of the kind of social welfare resources which are found in most communities. It suggests some discussion the union committee might use at their first meetings with social agency representatives.

A weakness in the national organization of labor's community services program is due to the slowness in forming the Nat'l Advisory Committee. This Committee, to begin with joint representation from Community Chests & Councils, CIO and the AFL, will probably start operations this month and will move ahead in it's plan to advise the development of the joint labor participation program which was worked out in December.

The activities of the Nat'l Advisory Committee will complement the work of the Special Services Section of the Nat'l War Fund, which is moving ahead with a year-round program interpreting social agencies to the public at large with special emphasis on the labor public.

An excellent outline of a public relations program to assist local chests in reaching labor has been prepared by Jim Gamble of the Detroit Community War Chest and Bent Taylor of Community Chests and Councils.

All of these developments emphasize the need for a practical down-to-earth national coordinating and advisory service which it is hoped will be provided by the Nat'l Advisory Committee.

Community Services

Extract from
COMMUNITY SERVICES NEWS LETTER
National CIO War Relief Committee
1776 Broadway, N.Y.C.
February, 1944.

AFL-WPB SIGN AGREEMENT WITH CIO

The office of Labor Production in the War Production Board, AFL's United Nationa Relief and the Nat'l. CIO War Relief Committee agreed at conferences held in New York on January 7th and 8th that labor and government must cooperate to improve existing community service facilities to "over-burdened" war workers in crowded industrial cities.

The joint agreement calls for the development of an in-plant referral system which makes union members in selected plants "counsellors." These counsellors will be informed of social welfare services in their community so they can direct workers to the appropriate agency for help on their particular problems. Text of the agreement follows:

"The Community, Labor and Govt. are faced with the responsibility of aiding in the solution of community and other problems which are burdening war workers and affecting their efficiency. There is an immediate need for improving the facilities to workers particularly in such fields as housing, child care, recreation, health and transportation.

"Both the AFL and the CIO have already embarked on a program looking toward greater participation on the part of the trade unions (as the accredited representatives of the workers) in the field of community health and welfare.

"Because the production of war goods is directly affected by the welfare of workers and their families, the Office of Labor Production has also evolved a plan for greater participation on the part of the trade unions(as the accredited representatives of the workers) in the field of community health and welfare.

"Upon analyzing the two plans, it was the feeling of the participants in the conference that the programs implement each other and that they should be worked jointly in order to pool all efforts working toward better community conditions, and to bring about more effective methods of directing workers to the existing agencies and needed facilities.

"It is, therefore, recommended that this work be started in the following communities: Bridgeport, San Diego, Philadelphia, Detroit, Chicago area, St. Louis, Cleveland and Akron area.

/S/ David Saposs
Office of Labor Production --WPB

/S/ Abraham Bluestein
United Nations Relief - AFL

/S/ Leo Perlis
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Community Services
NEWSLETTER

Issued Monthly by the NATIONAL CIO WAR RELIEF COMMITTEE
1776 BROADWAY NEW YORK 19 N Y

APR 13 1944
DEPARTMENT OF LABOR

Vol. 1 No. 4 DIVISION OF COMMUNITY SERVICES April, 1944

EDITORIAL COMMENT - Community welfare is a name to describe the ways in which a city solves the problem of providing its people with adequate health, recreational and social facilities. This means that community welfare is concerned with hospitals, courts, schools, playground, child care facilities and all of the things people depend upon when they are ill or in trouble, all of the things people use to meet their needs.

When we try as a union to win a wage increase we are trying to improve the conditions of our living. However, every trade unionist has learned by this time that wage increases and better working conditions do not necessarily result in better living conditions for his family and himself.

Many of the things which go to make better life for workers are controlled and operated by forces and groups with which unions have had no connection.

It is not enough just to elect liberal labor-conscious politicians. It is not enough to bargain collectively for more wages. Labor must extend its influence into all parts of the life of every community and particularly into those parts of each community which workers depend upon for their welfare -- the social agencies. Labor helps pay for these agencies both through taxes and thru contributions which unions make freely and willingly to the community chest.

Organized labor must now go further and develop leadership which knows the function of these agencies and is able to judge when they are meeting their full responsibility to the community and when they are falling down on the job.

KINNEY IS NEW DIRECTOR OF COMMUNITY SERVICES

Robert L. Kinney, formerly Southeastern area director of the CIO War Relief Committee, has been appointed director of the Division of Community Services in the Nat'l CIO War Relief Committee office. Brother Kinney, a member of the American Newspaper Guild - CIO has been an organizer, writer and negotiator for CIO in the past. As director of the Division of Community Services he replaces Douglas Anderson who has left the War Relief Committee staff to work with the West Coast CIO Political Action Committee.

In the post-war period America will be able to produce enough goods and services to provide every city with a very well developed program to increase the security and well-being of every citizen. To obtain this kind of society, labor must work hand in hand with all other groups in the community which share its hopes.

The Community Services program of the National CIO War Relief Committee was designed to increase the knowledge and influence of CIO members and leadership in this field.

ACTION SHOT: Buffalo UAW members visit social agencies. See Page 5

CIO PUBLICIZES ATLANTA SUMMER CAMPS

For union families who want their children to get fresh air, exercise and fun at camp this summer, the Atlanta IUC Community Services Committee has originated a new service. A concise information-packed bulletin CIO issued lists summer camps in the Atlanta area which are conducted by agencies aided thru the Community Chest. The bulletin covers admission regulations, weekly fees and the length of the camp period.

"YOU contribute to the Community Chest -- Make use of these services," the bulletin tells its readers. Atlanta IUC Community Services Committee members are: A. W. Graham, A. H. Attaway, and Viola Edwards.

SOCIAL WORK TAKES NEW DIRECTIONS

"Welfare in Action", published by the Nat'l Social Service Division of the UOPWA points out that social work is changing its directions to cope with the war situation. Evelyn Adler, director of the Social Service Division, writes in a recent issue: "The high levels of production necessary to winning the war and the peace cannot be maintained if the present strains and pressures on the workers and their families continue. The threat to their health and welfare is a threat to our united effort. Programs of child care, youth services, recreation, personal counselling, temporary forms of financial assistance, all are essential to the achievement of full mobilization behind the great invasions, rapid demobilization, peaceful reconversion, and full production in peacetime."

That this threat can be met only thru cooperative community action is obvious. Miss Adler goes on to say that: "Social work is lucky. It has the apparatus for quickly securing such cooperation. Thru its agencies, its community councils, its professional organizations and its unions it can unite the community's efforts to solve its welfare problems, thereby strengthening itself and the community.

YWCA HOLDS INDUSTRIAL CONFERENCE

One of the most interesting of the conferences recently attended by representatives of the Nat'l CIO War Relief Committee was one organized by the Industrial Division of the YWCA in Orange, New Jersey on March 19.

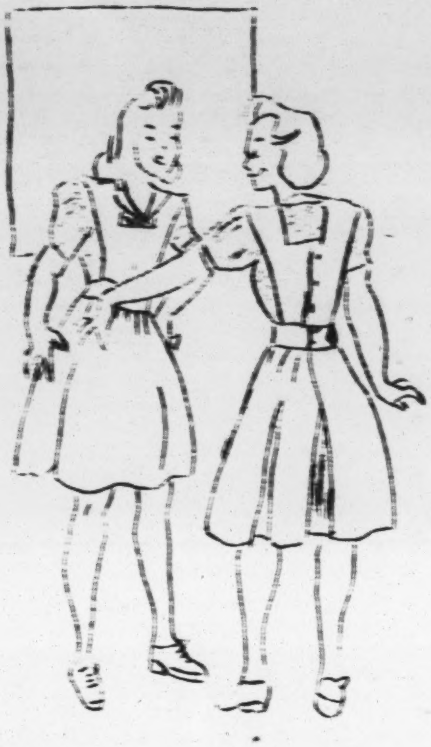
About 400 girls employed in factories in the New York-New Jersey area attended and the Community Services Division had an opportunity to learn at first hand what they are thinking about.

The discussions which were the most popular with these young women war workers were family problems and discussions of those things which relate to establishing a home in the post-war period.

The second most important panel was that concerned with jobs in the post-war period and there was considerable concern as to whether or not women would be able to find employment when the men came back from the army. Again few of the girls knew of the CIO proposals in connection with this. Many of them were concerned about the problem of whether or not their boy friends returning from the army would be able to find employment.

The conference did not prove anything. But the conference did show very clearly that with a few exceptions, neither the unions nor any other agencies are getting down to the problems that confront our women workers. The Community Services Division of the Nat'l CIO War Relief Committee would like to hear of instances where unions have run institutes or conferences around the problems of women workers.

The Community Services Division of the Committee will be glad to assist unions in suggesting programs and in obtaining assistance from agencies in running similar conferences. These workers are concerned with real down-to-earth questions which the unions should get together with the agencies to help answer.



TWUA GIRLS TO THE RESCUE!

Local 405-Textile Workers Union of America in Nashua, New Hampshire did emergency relief work at the local hospital helping victims of a recent fire. Several months ago 22 gals from the Textile Local organized themselves into the First Aid Detachment. Pearl Tatro, Sergeant of the Detachment, arranged for the Police Department to provide first aid instructors for the group. The girls have met twice a week since, and with the policemen's help, have become proficient in first aid.

During a recent fire 26 firemen were overcome with smoke. Hospital facilities were taxed to capacity. The First Aid Detachment was summoned late at night and the union girls rose and pitched in to do great work at the local hospital. The doctors handling the emergency complimented the girls highly. The Detachment stayed on duty all night and then reported to work at the textile factory early the next morning.

TORONTO CIO RUNS PROGRAM WITH YMCA

Wednesday night is union night at the YMCA in Toronto, where the Industrial Union's Recreation and Welfare Council and YM officials, working together, have developed a program of health, recreational and educational activities that should make the evening the pleasantest one in a union member's week.

The Council, which originated the project, got its start when Steel locals asked for a leisure-time program for union members, initiated and sponsored by the Union movement itself. Other unions joined in the idea -- the United Packinghouse Workers, United Rubber Workers, Textile Organizing Committee and the Aluminum Workers of America.

With the YM providing a gathering spot and equipment, the Council developed a weekly activity list that covers a union man's whole family -- it runs from swing to swimming, from boxing to public-speaking, from cards to a consumers' club. And it costs the union member just $2 every three months. The fee is paid directly to the local union who turns it over to the YM to cover special group membership and the cost of equipment and leadership.

UAW ISSUES PAMPHLETS ON COMMUNITY PLANNING AND HOUSING

One of the aspects of social welfare planning which has frustrated the best intentions of many of the people engaged in it. has been the fact that they have always been required to work under the severe limitations of bad housing unplanned communities, lack of adequate community facilities and general social deterioriation on a whole neighborhood scale.

Trying to solve the problems of juvenile delinquency on a case by case basis under such conditions is like trying to cure tuberculosis on a case by case basis in a dark and damp cellar. Nor is it possible to organize activities on a scale sufficient to provide effective preventive programs except at a greater cost than would be required to re-house the entire neighborhood.

The relation between city planning and social welfare planning is one which has hardly been developed even thru the initial stages. Social workers have been slow to raise their sites from the individual to the group and from the group to the community. City planners have so very often preoccupied themselves with the technicalities of tremendous highway systems and over-head clover leaf intersection devices that they have ignored the function of the individual human being within the cities they dream up.

Therefore, two recent publications by the United Automobile Workers will be of great interest to everyone who believes in community planning as a profession that involves consideration for all aspects of community life. These two publications, "Memorandum On Post-War Urban Housing" and "Homes For Workers", areimmediately aimed at trying to organize a system of home building and community planning in the post-war world which will safeguard the individual worker from being sucked in to the purchase of houses built by irresponsible speculators. It calls for the coordination of both governmental and private resources in order to prevent the unplanned and unregulated exploitation of land and of people. Many workers who have saved bonds during the war, and many servicemen looking forward to settling down and establishing a home, are bound to fall suckers for the tempting advertisements which are bound to appear, urging people to buy slap-together houses, the mortgages for which will hang around their necks long after their homes have deterioriated for want of good community planning.

Social workers and civic authorities will be worrying about the problems of juvenile delinquency and community disorganization which will have been created in these areas by the sheer chaos of their physical pattern unless both government and private industry combine to prevent it.

But the two publications do somethings else. They should raise the sites of all American community planners to a realization of the fact that a large share of the American people know what they want and are for comprehensive planning measures. Nothing is proposed in the pamphlet which is not attainable and practical for a nation with the productive capacity America has attained during the war.

Not content with making general proposals, the UAW has tackled one of the hardest nuts in all of the nation's planning picture. It has prepared a carefully worked out study of actual sites for the development of planning communities around the tremendous industrial area of Detroit. This was presented to the Common Council by the union where it was accepted enthusiastically and sent to the city planning committee with a request for a full report. This represents one of the first times that a trade union or a people's organization has launched forth with concrete and specific proposals for the attainment of broad community planning.

Action Shots

FORT WAYNE, IND. The things that organized labor needs and hopes for in the social welfare field were the theme of a talk made by Ethel Polk, Nat'l CIO War Relief Committee area director, before officials of the city's major agencies.

The agency representatives were enthusiastic about the idea of integrating organized labor more closely in their activities, planned as one of the first steps to send agency representatives to local union meetings.

DETROIT. A series of nutrition and home nursing classes which the UAW-CIO Women's Auxiliary is sponsoring, opened in mid-March. Red Cross instructors supervise the courses.

SYRACUSE & BUFFALO, N.Y. Aiming at developing a closer acquaintanceship among union members with the work of social agencies, the Syracuse Community Chest and Council and the Buffalo United War Fund and Community Fund have instituted tours for labor representatives through the organizations that labor's contributions help to support. In Syracuse, members of Local 964-UAW-CIO visited the Lighthouse, St Mary's Hospital and the Children's Home; in Buffalo, the tours began with Good-Will Industries and the Children's Aid Society. Said Raleigh Shinnick, New York state area director of the Nat'l CIO War Relief Committee, of the get-acquainted idea: "I believe it is one of the most logical and imaginative projects to be undertaken ....for organized labor."

LOS ANGELES. Both the CIO and AFL have been invited to attend the Leadership Round Table, at which leaders of social agencies gather once a month to hear a guest speaker discuss a particular phase of the social welfare field -- juvenile delinquency, health, recreation, and so forth. After the talk, the entire meeting takes part in a round table discussion and exchange of ideas.

BUFFALO, N.Y. A "study" committee, made up of representatives of labor, management, and social agencies, has been set up by the Council of Social Agencies to make recommendations for efficient community services and programs. At its first session, Nat Klein, eastern regional director of the Nat'l CIO War Relief Committee, described the committee's work and its relationship to the AFL's United Nations Relief and to Community Chests and Councils, Inc.

Committee members include Miss Ethlyn Christensen, YWCA; Miss E. Marguerite Gane, Children's Aid Society; Allan T. Hengerer, Public Relations United War and Community Fund; T. S. Hemenway, Buffalo Chamber of Commerce; John W. Pontius, YMCA; A. W. Swanson, Family Service Society; Elmer J. Tropman, Buffalo Council of Social Agencies.

SALINAS, CALIF. The Salinas labor council, concerned with juvenile delinquency and the youth problem, is taking steps to cooperate with city and county authorities to raise funds for providing recreational facilities for teen-agers. Peter Andrade, secretary of Warehousemen 890, is the council's youth committee chairman.

U. S. DEPARTMENT OF LABOR
WOMEN'S BUREAU
Washington

From American Federation of Labor Weekly News Service, March 23, 1943

Appearing before the Senate Military Affairs Committee to testify on the Austin-Wadsworth compulsory labor conscription bill, President William Green (A.F.of L.) declared:

. . . . . .

"The American Federation of Labor must be and is unalterably opposed to this bill, and unalterably opposed to any similar proposals that so directly undermine the most important props of our democracy. Let me make it as clear as I know how that the opposition of the American Federation of Labor has been reached only after the most careful and minute study of the provisions of this bill. The Federation has come to the conclusion that so drastic and unprecedented a measure is unnecessary.

. . . . . .

"To organized labor the present world conflict presents the most important challenge in its history. The issue is clear--free labor versus slave labor. We are determined to prove for ourselves and to the world that the capacity, the spirit and productivity of free labor is far and away superior to that of coerced labor. And I believe I can say, without fear of contradiction, that we have already accumulated an imposing array of proof--the most amazing records of production ever accomplished--in support of our conviction.

. . . . . .

"I take it that this proposal is predicated on the assumption that there is a dire necessity for compulsory labor in order effectively to prosecute the war. I categorically deny the truth of that assumption. It has not and cannot be established that the absence of compulsion of labor is a factor in retarding production. It is my firm and studied conviction that such delays as there have been were prompted by conflicting governmental policies and not by any failure of any segment of our working population voluntarily to perform the jobs that have to be done.

"It is beyond argument that the first indispensable to maximum production is a coordinated and consistent war program administered in a coordinated and consistent manner. The manpower problems cannot realistically be regarded and treated as an isolated problem. It is but a part or a function of all other phases of the war program, such as the extent of the armed services, the awarding and allocation of war contracts, the continuous and efficient flow of raw materials from the proper sources to the proper outlets and the like. To compulsorily send an additional one thousand skilled workers to a plant that is already below its production levels because of a want of an essential raw material does not solve any problem; it clearly aggravates it." . . .

U. S. DEPARTMENT OF LABOR
WOMEN'S BUREAU
Washington

"LABOR DRAFT DANGERS"

From Union News Service, C.I.O., Sept. 18, 1943

The CIO opposes this or any other similar labor draft bill, not only because it is unjust, coercive and undemocratic, but more importantly because it is used as an excuse to evade a real solution for war manpower and production problems.

No less an authority than Bernard Baruch also opposes labor conscription for similar reasons. In a report to War Mobilization Director Byrnes he emphasizes what the CIO has long been trying to explain to Congress--namely, that real or alleged manpower shortages and other production bottlenecks are due to faulty planning, lack of correlation in letting contracts, allotting raw materials, making plants available, etc.

To apply forced labor, without correcting these real and basic evils, is as one-sided and ineffective as to attempt economic stablization by freezing wages alone, while leaving prices and all other factors uncontrolled.

The Austin-Wadsworth bill does nothing to remedy the lack of planning and other conditions that are causing artifical manpower shortages. It does nothing to remedy bad housing, poor eating arrangements, lack of child-care facilities or discrimation by employers against Negroes or women.

All it does is to take labor by the scruff of the neck and freeze it to present jobs under present conditions--whether or not the jobs are essential to winning the war.

Ture, the bill says workers should not be allotted to areas where housing and other similar conditions are bad. But it does nothing to correct these conditions.

We have already had painful experience with one labor draft--the amendment to the Selective Service Act freezing farm labor to farm jobs, regardless of what they are.

Under this freeze, more than a million farm workers have been kept tied down to cotton and tobacco growing and harvesting--though we have two years' supply of these items in the warehouses, and though short staple cotton (the kind we grow) is no good for war purposes.

This labor draft, put over by the so-called "farm bloc," keeps more than a million workers from being used for the production of essential war foods of which there is a real shortage.

The basic approach of the labor draft bill is wrong, and it cannot be sweetened with amendments. To dragoon labor in this fashion will do downright mischief to war production.

It diverts attention from the only real solution--over-all planning of war production that takes all factors into consideration and deals with the root causes of bottlenecks and shortages.

The CIO will fight the Austin-Wadsworth bill as a danger and an obstacle to all-out war production--and as a diversion from the main goal of total and planned mobilization of all our resources for victory.

"BIG PUSH ON YET FOR COMPULSORY LABOR LAW"
From Union News Service, C.I.O., Sept. 25, 1943

Washington.--The big push for a compulsory labor law--known more delicately as a "National Service Act"--is still on in Congress and the newspapers, though this week its anti-labor sponsors took several sharp ones on the chin.

From Bernard Baruch's suppressed report, which was put into the Congressional Record early this week, came material stoutly contradicting the need for a labor draft and putting the finger on lack of planning and other conditions as the real cause of manpower shortages. . . .

James S. Patton, president of the Natl. Farmers Union and spokesman for organized working farmers, as opposed to the Wall Street kind represented by the "farm bloc," issued a long statement attacking the present freeze of farm labor as one main cause of area shortages.

Paul V. McNutt, War Manpower Commission head, testified that "there is no manpower shortage" in his appearance at the Senate Committee, but that inefficient use of labor does create artificial shortages.

Other Manpower Commission officials followed up McNutt's testimony by pointing out that incentive wages, better upgrading, better engineering, an end to waste and labor hoarding, etc., would do much to solve shortages. . .

(which labor opposes)

Patton's argument against the labor draft, similar to those made by the CIO, pointed out that 1,300,000 workers are tied down to unessential jobs on the land or even to idleness, while war factories and war food producing areas are falling behind on production for lack of manpower.

In other words, the experience we've already had with the freezing of labor shows how much harm it can do to war production. . . .

Recommend Conciliation At Aluminum

KINGSTON, Ont., Jan. 25—Culminating a three-month drive at the Aluminum Co. of Canada an Industrial Disputes Relations officer has recommended to the Dept. of Labor that a Board of Conciliation be established to investigate the dispute between the Aluminum Co. and its employees, members of Local 522.

The dispute arising out of recognition, wage re-classifications and other conditions of work has been bitterly fought by the management here and a company union setup. The general feeling is that the company fears that contractual relationships with the UE would lend impetus to their other plants in Canada employing in the neighborhood of 22,000 workers.

Start UE Drive At Canadian Locomotive Co.

KINGSTON, Ont., Jan. 25—Organization is on the upbeat at the Locomotive Co. plant here in Kingston. After about one month's work in contacting workers in different departments of the plant the first open meeting was held last Wednesday. The workers responded to the UE's meeting call, and packed the Sons of England Hall.

They loudly applauded the UE's Win-the-War program as outlined by Field Organizer Bob Ward, and left the meeting thoroughly resolved to do a "blitz" job of organizing.

A pro tem executive consisting of George Hannaford, chairman, and Jimmy Pople, Hubert Allen, Jimmie White, Archie Garey, and Earl Moore are directing the organizational drive.

RAISE WON AT WINKLEY

The War Labor Board last week informed the Winkley Artificial Limb Co. and UE Local 1143 that Board approval on the agreed-upon wage increase was not necessary, because the increase had been put into effect prior to October 3. The increase, which calls for rate reclassifications, amounts to more than five cents an hour. An agreement was also reached on a five cent night shift differential.

Protest Asked

(Continued from page 1)

ple, knowing that if they can turn this large group against the war effort, the Axis will have won half its battle.

Spreads Dissension

"So far this effort on the part of the Axis has not been successful—because the Government through the FEPC has been able to convince the Negro people here of the sincerity of our firm stand against the Hitlerite racial doctrines.

"The unwarranted attempt by McNutt to sidetrack this committee's work can only have the effect of spreading dissension and alarm among the Negro people, and jeopardizing the fine work already done along these lines."

REP. HARTLEY, WITH ANTI-LABOR RECORD PROMISES 410 HE'LL BACK UE PROGRAM

NEWARK, Jan. 25—Rep. Fred Hartley, isolationist and arch foe of labor in the last session of Congress told a delegation of UE members of Local 410, Westinghouse Bloomfield, last week, that he had erred in the past and would support the UE's five point program.

Hartley was fought vigorously by all labor in the last elections and won out by a bare 84 votes. Regarded as hopeless by most union members, Local 410 went ahead with the proposal of the national union that all Congressmen should be visited regardless of their past attitude.

Will Consult Union

The Republican legislator told the delegation that he would make no move on matters affecting labor without previously consulting the union. Since making the promise he has written the local asking how they felt on pay-as-you-go tax plans.

At the interview he agreed to support the continuation of the Tolan Committee and said that he would look into the Pepper-Tolan bill for total organization of the war economy.

Deeds Are Final Test

Although Rep. Hartley's deeds will be the final test as to whether he really meant what he told Local 410, the interview in itself showed the value of continued labor contact with legislative representatives.

Members of the interviewing committee were Jack Pemburthy, a member of the District Board, Ray Jenkins, Tom Foley, James Richner, and Brother Andersin.

UE Women Work For Freedom

A Message from

UNITED ELECTRICAL, RADIO & MACHINE WORKERS OF AMERICA

"UE Women Work for Freedom," an organizational pamphlet for use of UE locals, was published by the UE national office last week.

Sub-titled, "A Message About Your Job, Your Wages and Your Working Conditions from the 150,000 Women Members of the UE," the 24-page booklet presents a picture of the union's emphasis on equal pay for equal work, job advancement opportunities for America's women war workers and the UE's widespread women's activities program related to the war effort of the nation.

The pamphlet is illustrated by many pictures of UE women at work in the shops, in union meetings and on the home front.

Local unions should find the pamphlet valuable for organization of women workers. Bundles in lots of less than 1,000 can be obtained from national headquarters at 5 cents a copy. For lots of 1,000 or more the cost is 4 cents a copy.

St. Louis UE Urges FEPC To Continue

ST. LOUIS, Jan. 25—UE Locals representing 17,400 war workers in St. Louis took steps last week to throw their support behind efforts now being made to halt disbandment of the Fair Employment Practices Committee.

Local 1102, 1104 and 1108 sent wires to the committee urging them to take every step possible to continue their work against discrimination.

In a wire to the FEPC, General Vice-Pres. Sentner informed the committee that the UE in Dist. 8 had worked hard in support of President's Executive Order 8802, and "that for the first time, Negroes have been given employment opportunities in many plants heretofore closed to them."

Made Gains Posible

Sentner further stated that "the employment of Negroes on skilled jobs at the United States Cartridge Plant in St. Louis is a monument to the advancements made possible by the support given by your committee in carrying out the President's Executive Order." The wire concluded with an appeal that the committee should "not permit anyone to scuttle the fight that we have been waging to unite all people, black and white, for the right to work, sweat and, if need be, die for their country. Discrimination and fascism must be destroyed simultaneously."

End Piece Work In 1110 Renewal At Meissner Co.

CHICAGO, Jan. 25—The UE Local 1110 contract with the Meissner Mfg. Co. has been renewed, according to Pres. Eldon Parr of the local. Meissner is 100 per cent on war work, making radio parts for the Navy and the Army Signal Corps.

Although no definite wage increases were granted, it was possible to wipe out the piece work system which has been a thorn in the side of the union ever since it was put into effect some time back.

Ends Inequalities

By doing away with the piece work system it was possible to put into effect an hourly system of pay which wiped out pay inequalities throughout the shop.

As a result of this the union was able to get a rate of pay in our sister shop in Albion, Ill. (a town said to be thoroughly anti-union) which is far in excess of any now paid.

The contract provided also for the union shop, seniority and vacations with pay as it has done in the past. The union realizes that our work must be perfect and we believe that a satisfied worker is the best worker.

This settlement was ordered by a board of arbitration made up of John Lapp of the Regional War Labor Board office, Pres. J. T. Watson of the company, and UE Vice-Pres. William Sentner. On the local negotiations committee were Pres. Parr, Shop Chairman Curtis Dunn, former Sec. Larry Day, Board Member Lelia Kemp, and Lucille Hughes.

MEMBER CALLS FOR ACTION TO HALT PRICE GOUGING

The following letter from a UE member is an expression of the feelings of many in the UE and other unions, who are faced with constantly rising prices and scarcity of food essentials because more foods are not rationed.

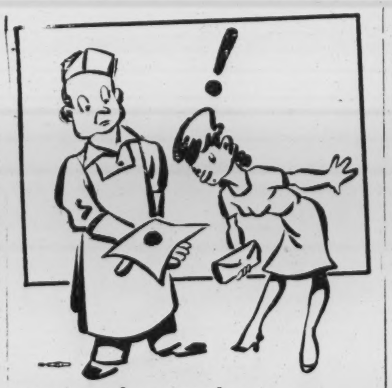
The answer to this problem, which is a threat to the efficiency and health of every war worker and his family, can be found in the UE's program for mobilizing the Home Front for Victory, printed in the Dec. 26 issue of the UE NEWS. A strong local campaign to carry out this program is the surest way of protecting UE members and their families from continued price gouges and unnecessary sacrifices caused by too little rationing.—Ed.

Dear Editor:

Why not print in the UE NEWS some of the prices of food today as compared with their prices before the war started? All we hear any more is that prices must be kept down but they keep going up.

Before the war we could buy good hamburg at two pounds for a quarter. Most places it costs 36c a pound, though once in a while they have a sale and only charge 29c a pound, and we think that is cheap.

I have got six in my family and we use butter at every meal. We used to get a pound of butter for 32 or 35 cents a pound and thought we were paying too much. Now we go to the store and they say they're sorry but all I can have is a quarter of a pound and they charge 15 or 18 cents for that quarter of a pound.



If you say anything about the price, the next time you go to buy butter they are sorry but they are all out of butter. It's about time UE members started doing something to offset some of these cut-throat prices.

A UE Member of
Local 310, Elmira, N. Y.

Bargain Agency Vote To Be Taken at GE Plant in Canada

PETERBORO, Canada, Jan. 25—F. J. Ainsboro, Labor Relations Officer of the Dominion Labor Dept., has announced that a government conducted vote is to be taken at the Peterboro plant of Genelco, a General Electric subsidiary, to determine the workers' choice of bargaining agency.

The announcement follows an investigation by Ainsboro which resulted from an application by the UE for a Board of Conciliation.

Arrangements will be completed this week for the taking of the ballot in the plant, and within a few days announcement will be made of the date chosen.

Four-State CIO Maps Out Course On Manpower, WLB

KANSAS CITY, Jan. 25—Manpower utilization and problems affecting the National War Labor Board were dealt with at a regional CIO conference held in Kansas City Jan. 14 and 15. Fifty CIO leaders met with labor representatives on the Regional War Manpower Commission and the War Labor Board. The Regional Directors of both Government agencies attended the conference.

ROBERT LOGSDON

As a result of this meeting of CIO representatives from Missouri, Kansas, Oklahoma, and Nebraska a constructive program for use of manpower in the region to hasten the victory together with plans to improve the functioning and policies of the War Labor Board were arrived at. The machinery for putting both programs into effect was worked out—both on a regional and area basis.

Oppose Job Freezing

A broad program for the most effective use of available manpower in the region has for its first principle opposition to job freezing in the region. A 'gentlemen's agreement among 16 large St. Louis firms to freeze their workers upon present jobs by refusal to grant releases was condemned. The War Manpower Commission was called upon to act immediately to terminate this illegal practice.

The War Manpower Commission was requested to make a survey, together with other Government agencies, of all available labor, housing, transportation before awarding additional contracts. The conference demanded an immediate stop to the practice of industry of employing workers from agricultural areas so badly needed for the production of food. The Commission was requested to centralize all hiring through the United States Employment Service.

A strong demand was made for full enforcement of Executive Order 8802, with the hiring of all available women and Negroes before other workers from outside the various areas were brought in.

Present 'business-as-usual' physical standards for industrial employment were condemned—the Commission was requested to relax these requirements for the duration of the war in order to use every man and woman who wants to contribute their work to the war effort.

In-Training Proposed

Training of workers for industry and upgrading of workers, was one of the main points on the agenda. In-plant training together with full use of other training facilities, without discrimination, was recommended. Raiding by industry of other areas and regions for skilled workers, while evading their responsibility to set up their own training programs was set out by the Conference as a condition to be corrected by the War Manpower Commission.

The Conference called upon the Government to place Regional Labor liaison officers, from the AFL and CIO, on the Government payroll, in the Regional office of the Commission and in each sub-agency such as the United States Employment Service.

Monpawer Committee Set Up

A regional manpower policy committee was established to carry out the program adopted by the Conference. The policy committee is composed of the two CIO representatives on the Regional War Manpower Commission, together with one representative of each International union in the area. One of the representatives on the Commission becomes chairman and is responsible for calling meetings of the Policy Committee each month, and oftener when necessary. Thus the CIO is tied in with every action and decision of the War Manpower Commission.

The Policy Committee was instructed to arrange area meetings within the region, and set up policy committees within each area. The Policy Committee was instructed to call area-wide stewards' and officers' meetings to bring manpower problems and the CIO program into the grass roots of every local union.

Wage Stabilization a Part

The Conference drew up a sample area job stabilization plan, to be used in any area within the region when there is a need for such a plan. It was emphasized that within this region, no pressing need for such a plan now exists.

However, it was made clear that in adopting a job stabilization plan in any area, a prerequisite for any such plan is the stabilization of wage rates within that area. The position of the CIO in this region is that no job stabilization agreement can protect the workers' rights, or add to the war effort, until wages have first been brought into line. Area policy committees were instructed to first secure wage stabilization—then if the need is acute, to work out an employment stabilization plan with the Commission along the lines outlined above.

War Labor Board Policy

Turning to the War Labor Board, the Conference set up a Policy Committee similar to the Manpower Policy Board. Here, as in the other committee, the CIO Representatives on the Regional War Labor Board become members of the Committee. All International unions are represented on the Policy Committee, which will meet in Kansas City every month.

The Conference instructed the War Labor Board Committee to work for the elimination of the 'Little Steel Formula' and adopt methods more in keeping with the increased cost of living and other factors affecting living standards.

The War Labor Board was requested to give full consideration to cases where increased work efficiency has resulted in increased output.

The War Labor Board was called upon to incorporate standard arbitration provisions in all present union agreements, as well as in future cases coming before the Board.

The War Labor Board was requested to establish, upon the Government payroll, labor liaison officers in WLB offices just as in the case of the War Manpower Commission. The Policy Committee was instructed to work for the setting up of a Regional WLB office in St. Louis to take care of the mounting pile of cases now being neglected.

Finally, both policy committees were strongly urged to work out an agreement with the AFL and all farm organizations to present a united front on these vital questions. Already steps are being taken to correlate the work of the AFL and CIO on these problems within the region.

UE representatives at the conference were Joe Cordia, president of Local 1104, James Click, chief steward of 1102, Wilbert Allison, president of Local 1116, and Intl. Rep. Robert Logsdon.

Honored by Government

LUNCHEON FOLLOWING the ceremony awarding the Army-Navy E to the GE Ontario Works and to Local 1012. Against the wall, third and fourth from the left, are Andrew Conahan, 1012's president, and Intl. Rep. Leo Turner, caught discussing something with an Army man.

UNION GETS FULL RECOGNITION IN CALIFORNIA "E" CEREMONY

ONTARIO, Calif., Jan. 25—Something new has been added to this semi-agricultural community 40 miles east of Los Angeles. It is the Army-Navy E flag, which was hoisted last Monday on the flagstaff of the community's main factory, the General Electric plant.

Practically the entire town turned out for the ceremony and by its applause, and by word-of-mouth and through the columns of the local newspaper, indicated full appreciation of the organization that had made possible the hoisting of that Army-Navy E flag in their town.

The organization was UE Local 1012. But last Monday's ceremony was not the first time Local 1012 had won the community's recognition as its first-line win-the-war organization. The Treasury's T and Bullseye flags, floating over the GE works, testified to that. War Bond sales, conducted by the union, had won both of them. The Community Chest drive, handed over to the union by the management, was the most successful in the plant's history.

Union Given Credit

Then came the winning of the Army-Navy E, an achievement that management and community alike willingly credited to the Union-Management Production Committee which had been set up after the UE was organized in the plant last August.

Andrew Conahan, president of Local 1012, made the speech of acceptance of the E flag for the GE employees, and Mrs. Zelma Royster, shop steward and union member of the All-Out War Production Committee, accepted the E pins for the workers.

Intl. Rep. Leo Turner and Field Org. George Dodson were present on the platform, and Brother Turner spoke briefly at the luncheon which followed the presentation.

Take Pride in Award

"I assure you that we do not feel we have now done our share," Brother Conahan asserted. "We are not summer soldiers, sir, and laurels are not meant to be rested on. They set a standard only and standards are but a starting point for something better.

"We all realize that a total war has been forced upon us," Conahan continued, "a bloody, terrible war wherein many of our friends and relatives are in daily combat with the foes of freedom.

"We have a deep pride in that flag for high achievement, and intend to keep it flying over this plant. And with the excellent staff work being done by management, I am sure we soldiers on the production line will do just that."

UE Recognition an Exception

Full participation by the union in the ceremony, and the recognition freely granted its efforts by management, were a welcome relief to the general picture of E awards in this area, where usually the union is excluded, as such, from the presentation agenda, and the management is usually reluctant to recognize its efforts.

Zelma Royster, in accepting the E pins declared, "more, probably than any other means, this small compact pin tells the whole world in words clear to all that 'free men and women can and will smash all dictators on the production line, just as our boys will destroy them on the firing line.'"

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One of America's Largest Clothes Chains

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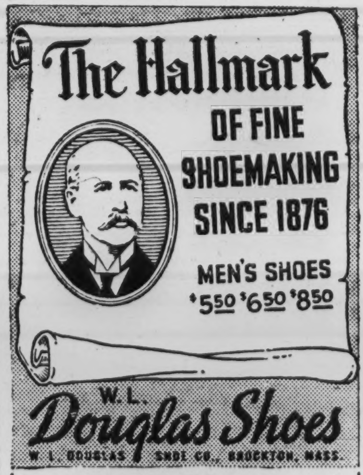
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BROOKLYN
1407 Broadway
910 Flatbush Ave.
5524 Fifth Ave.
478 Fifth Ave.
Greenpoint..859 Manhattan Ave.
Jamaica, L.I. 165-1? Jamaica Ave.
Yonkers....17 North Broadway
Union City.4005 Bergenline Ave.
Hoboken....118 Washington St.
Jersey City....331 Central Ave.
Orange.............227 Main St.
Newark.........200 Market St.
Paterson.........200 Market St.

WOMEN'S BUREAU DISTRIBUTION OF LEAFLETS IN UNION SERIES

Report on total number distributed

About 120,000 copies of union leaflets have been distributed.

Title	Printed	On Hand 5/15/46
Seniority (#1)	35,000	2,100
Rate for the Job (#2)	50,000	2,200
Maternity Provisions (#3)	30,000	2,400
Unemployment Compensation (#4)	20,000	9,000
Women's Stake in Unions (#5)	25,000	See page 2

Women's Bureau special union mailing list

This list of over 400 names comprises the following:

a. A key list of union women (and a few men) who were designated by the president of the international to distribute the union leaflets issued by the Bureau.

> To these persons, 25 copies of each union leaflet are sent immediately. They receive 1 copy of Bureau reports along other lines, and anything issued on labor legislation.
>
> [After the April 1945 conference with union women, the Bureau wrote to the presidents of the various internationals represented, asking that a woman be designated to distribute the Bureau's material. In a few cases, a man official at headquarters was named. For one union, the Bureau was asked to send its material direct to district directors rather than to a central office. Out of 28 unions No reply was received from 7 internationals.]

b. Union educational directors, research directors, and presidents of internationals having large numbers of women.

c. The State Industrial Union Council, and the State Federation of Labor, in each State where they exist.

d. A list of individuals who have asked to be on the Bureau's mailing list, most of whom are women in unions, but some are men. This list was circularized early this spring for the zone postoffice numbers of their addresses; if they didn't reply, they were dropped.

WOMEN'S BUREAU DISTRIBUTION OF LEAFLETS IN UNION SERIES Cont'd

Women's Bureau bulk distribution of union leaflets since last Fall, to unions

The ILGWU educational director asked for 500 copies of the first 4 leaflets; the head office of Southwestern Telephone Workers Union wanted 125 of each; the UAW-CIO education representative in Chicago, 100 copies of each.

A UEW-CIO local in Bridgeport, Conn. asked for 1,000 copies of the first 3; the Wisconsin State Industrial Union Council's educational and research director wanted 200 copies of the seniority (#1) and the maternity-provisions (# (#3) leaflets. A FTA-CIO international organizer in Evansville, Ind., asked for 500 copies of the latter (#3).

The equal-pay leaflet (#2) continued to be called for: The USA-CIO field representative in Beloit Wis. asked for 2,000 copies; a UEW-CIO local in Cleveland, 2,000 copies; a UEW-CIO field organizer in Philadelphia, 500, and later, 300 more; a UEW-CIO local in Bellevue, Ohio, 125; the managing editor of a UAW-CIO periodical, 100.

Large numbers of the unemployment compensation leaflet (issued in January)(#4) have been requested: The UAW-CIO education representative in Chicago wanted 3,000 copies, and an additional 400 later; a UAW-CIO local in Wisconsin, 100; TWU-CIO, 175; National Federation of Telephone Workers, 80. Through procedures recently established between the CIO headquarters office here in Washington, and our publications division, the CIO has been sending us names and addresses of persons wanted Women's Bureau leaflets, their request going to the CIO first because notice of the leaflet has been run in a CIO headquarters statement on publications. About 2,000 copies of the unemployment compensation leaflet have been distributed this way.

Leaflet #5, Women's Stake in Unions, was released May 27th. By May 31st the Bureau had received bulk orders totalling 110,000. To date none of the leaflets in the union series has been printed for sale, but in view of the demand for this latest one, the Bureau is requesting that a large supply of it be printed for sale at a nominal price.

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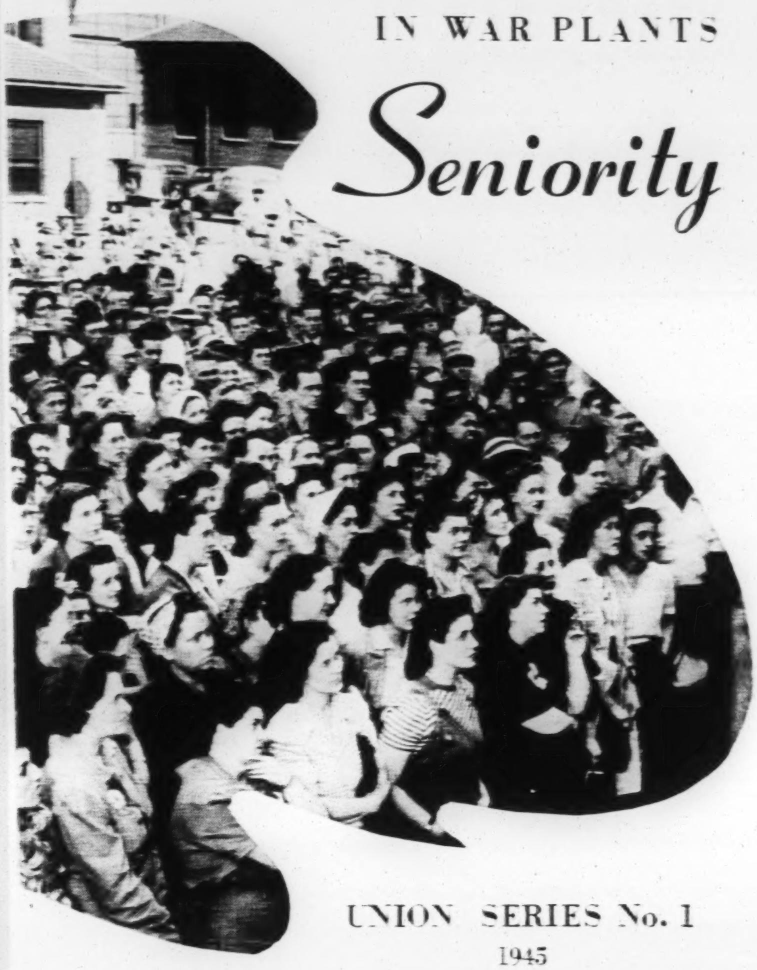
STATUS OF WOMEN IN UNIONS IN WAR PLANTS

Seniority



UNION SERIES No. 1

1945

U. S. DEPARTMENT OF LABOR
WOMEN'S BUREAU

WHY SENIORITY IS IMPORTANT TO WOMEN

What Seniority Is and What It Does

Seniority is a system primarily for protecting the job rights of workers according to the length of employment.

Seniority aims to prevent discrimination and favoritism in lay-offs, promotions, upgrading, transfers, and rehiring.

A worker gains greater job security as his length of service increases.

Seniority is advantageous to employers as well as workers because it reduces turn-over, it keeps the most experienced workers on the job, and it lessens friction between workers and foremen.

Seniority cannot by itself create or guarantee jobs. But it is of the greatest importance to workers when unemployment is increasing. In the operation of general seniority provisions women may be at a disadvantage in a particular lay-off owing to their shorter period of service. However, without seniority they have no protection against discrimination based on sex.

Seniority is currently very important to the large numbers of women in the war industries where the cutbacks have already begun to take place.

Women's Employment

The number of employed women increased 6,500,000 from April 1940 to April 1945.

Women in Unions

Of the 2,000,000 who have gone into war plants, large numbers have joined unions as new members.

Some of these women gained security of employment on an equal basis with men—others did not. They requested from the Women's Bureau information which would be helpful to them in their efforts to secure better job protection.

Women's Bureau Study

The Women's Bureau interviewed representatives of A. F. of L. and C. I. O. unions with membership of about 200,000, of whom 75,000 were women, in a large war industry area in the Midwest, to secure facts on the union status, benefits, and problems of women in unions.

Information was collected by examination of union contracts, and by interviews with representatives of international unions and officers and women members of local unions.

Seniority Clauses in Union Contra[illegible]

The majority of union contract clauses do not discriminate against women. Some, however, limit women's rights to bid on men's jobs to the period of emergency or provide that women shall be laid off first or shall "not have the right to bump any male operator" when the manpower shortage no longer exists.

The Women's Bureau has consulted with union representatives of many of the unions that have a large woman membership in regard to what kind of guarantee can be included in the union contract to prevent this kind of discrimination against women.

Two large international unions recommend to their local unions, in addition to the general seniority provisions which apply to men and women alike, general nondiscrimination clauses.

Sample Contract Clauses Recommended by International Unions

"The company agrees that it will not discriminate in the hiring of employees or in their training, upgrading, promotion, transfer, lay-off, discipline, discharge, or otherwise, because of race, creed, color, national origin, political affiliation, sex or marital status."

"The company's employment policy shall provide for its employees equality of opportunity, regardless of race, color, creed, sex, political affiliation or marital status and shall not show partiality or grant any special favors to any employee or group of employees."

"There shall be no discrimination in the wages, hours, or other terms and conditions of employment, based on sex or marital status."

16—45268-1 GPO

WHAT U. S. WOMEN'S BUREAU STUDY SHOWS

Unions Make Gains for Women Members

- **Do Women Secure Equal Seniority Rights With Men Through the Union Contract?**

In over *four-fifths* of the contracts the *same seniority rights* for men and women had been secured.

In only *one-fifth* of the contracts *separate seniority lists* for men and women were found.

- **Are Married Women Discriminated Against in the Union Contract?**

Only 2 of 92 contracts provided for discriminatory lay-off of married women.

- **Do Women Expect Special Adjustment of Seniority Provisions For Women?**

The majority of women did not want to have special privileges.

But the majority *did* want the same seniority protection that men have so that they might expect fair treatment and not be discrimi[illegible]gainst because of sex.

- **Will Women's Jobs Be Protected By Seniority After the War?**

Men and women officers and leaders in most local unions said—

> *Women will have equal protection with men.* This is provided in the union contract.
>
> *The Union will stand back of straight seniority* for both men and women.

However, in many local unions, officers pointed out that—

> The majority of women and newly employed men will be laid off when the cutbacks come because they have not accumulated enough seniority to retain their jobs as plants reduce production and return to one shift instead of two or three.

Union Women Help Secure Seniority Rights

- **Where women are active and hold responsible positions in the union they gain better seniority protection.**

In plants where *no* women were on the bargaining, grievance, or shop committee, separate seniority, discriminatory against women, was found in three-fourths of the contracts.

- **Women serving on committees, as shop stewards, officers, and executive board members in one large international union, secured:**

1. Recognition by the entire membership of the contribution women themselves had made toward strengthening the union and securing a better seniority system for all members.

2. Adoption of policies by their international unions of the same seniority rights for men and women through including in all contracts a general nondiscrimination clause which prevents sex discrimination.

- **Women members in one large international union held a national conference to consider special problems of women. They recommended that their international union executive board:**

1. Take action to help local unions to abolish any existing discriminatory provisions in contracts governing promotion, upgrading, transfer, lay-off, and rehiring of women workers.

2. Refuse to approve new contracts which permit unjust treatment of women.

Union Members say:

WOMEN MEMBERS CAN HELP TO SECURE ADDITIONAL GAINS

Women can be more active in their unions. . . They can attend union meetings. . . They can help union members, men and women, to understand that gaining better conditions depends on having the full support of *all* members—and that to gain the full support of *all*, contract provisions should apply to *all*. . .

Union women can see that the best women representatives run for office and serve on committees. . . They can see that special problems of women get attention in their local unions. . . They can ask their State and city organizing committees to launch organizing drives in the service trades where many women will be seeking employment after the war.

16—45265-1

Action Needed
TO SECURE THE RATE FOR THE JOB

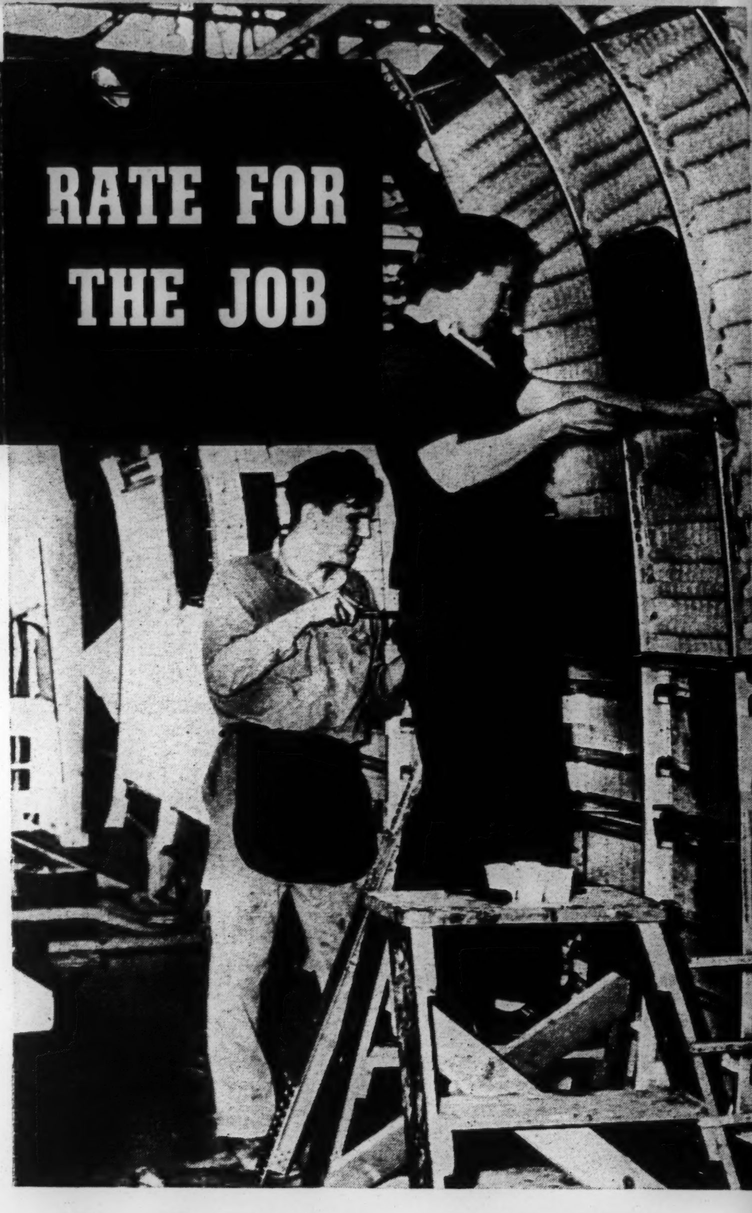
To secure equal pay—

1. Eliminate male and female job classifications.
2. Establish the *rate for the job* in principle and in practice.
3. Gain for women equal opportunities with men for upgrading and promotions.
4. Press grievance cases to accomplish these things.
5. See that good equal-pay and minimum-wage laws are passed in every State.

14,000,000 Men and Women in Unions Can Accomplish These Things!

U. S. GOVERNMENT PRINTING OFFICE 16—44632—1

RATE FOR THE JOB



No. 2 Union Series 1945

WOMEN'S BUREAU
UNITED STATES
DEPARTMENT OF LABOR

UNION PRACTICES AND PROGRAMS

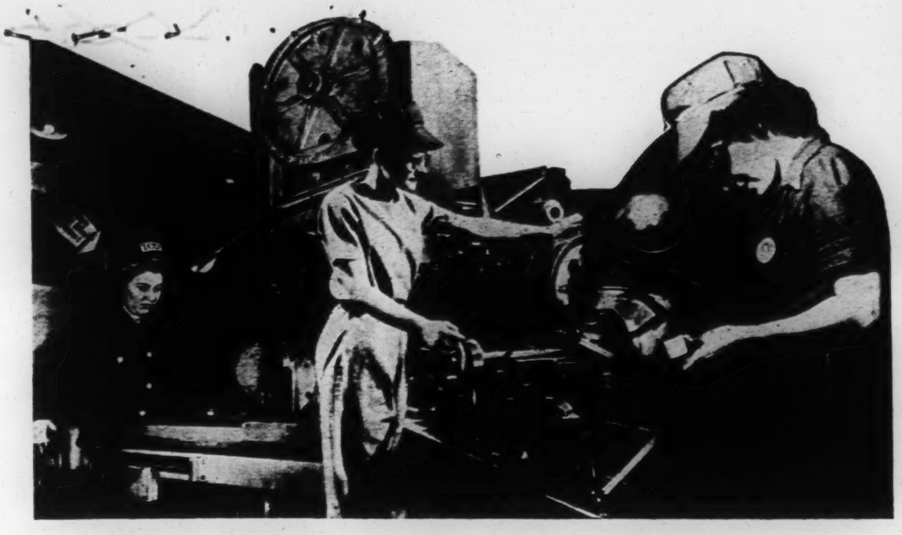
Women

DO THE JOB!

WOMEN WORKERS have, during the war period, proven without question that they can perform almost every kind of job.

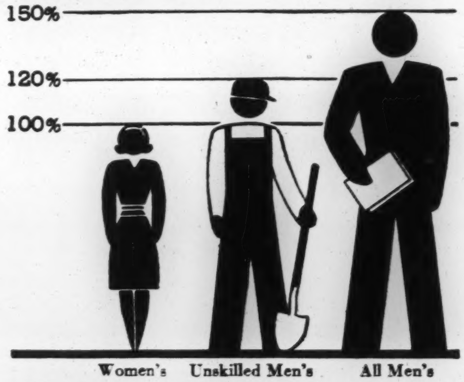
WITHOUT WOMEN'S WORK the job of making the ships, planes, tanks, and munitions needed to win the war could not have been done.

WOMEN IN UNIONS have increased in number from about 800,000 before the war to around 3,000,000 during the war period. They have wholeheartedly supported their unions in the patriotic effort to prevent strikes and to keep the production lines moving.



ARE THEY PAID ACCORDINGLY?

Comparison of men's and women's average hourly earnings in manufacturing industries.*



* 25 selected industries reported by National Industrial Conference Board. Includes premium overtime rates.

Studies in 1944 covering 25 industries show:

Men's average hourly earnings were 50 percent higher than those of women.

Men's average hourly earnings on *unskilled jobs* were 20 percent higher than women's.

The Women's Bureau study shows:

Unions have made great progress in seeing that women were paid the rate for the job and that other types of discrimination were abolished.

There are still instances of several types of discrimination practiced—separate male and female job classifications, unequal opportunity for upgrading and promotion, and lower entrance rates for women.

***Women want* the RATE for the JOB *not* "FEMALE" RATES! ★**

THE WOMEN'S BUREAU STUDY SHOWS—

What Unions Are Doing To Make the Equal-Pay Principle Effective

1. Unions have made great progress during the war period in securing the rate for the job for both men and women workers.

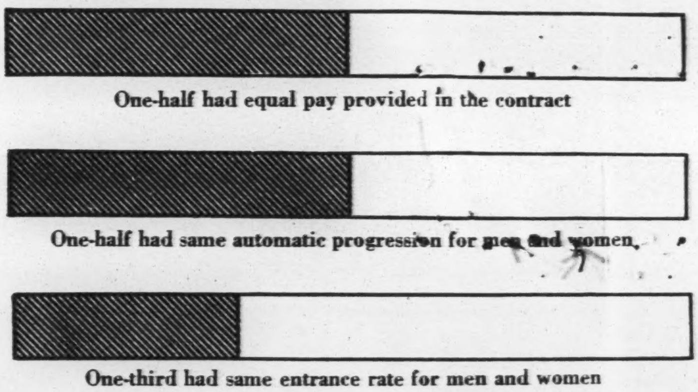
2. All international unions surveyed subscribe to the policy of rate for the job and during the war period have given increasing attention to implementing this policy.

3. They have largely abolished male and female classifications. In some industries where establishment of female classifications was due to historical discrimination against women the gap between men's and women's rates has been reduced. In many instances it was not possible to close it due to wartime wage stabilization which has not allowed increases in wages if they increased cost of production.

4. Some unions have always maintained the rate for the job; others which have women members in large numbers for the first time have adopted the policy and accomplished much in getting this policy put into effect.

5. In numbers of outstanding equal-pay cases where the differential was based on sex rather than job content, unions have been able to secure War Labor Board orders which have brought women's rates up to those for men.

Of 80 Union Contracts, Covering 75,000 Women:



One-half had equal pay provided in the contract

One-half had same automatic progression for men and women.

One-third had same entrance rate for men and women

Of the Contracts Which Had Equal-Pay Clauses:

One-half had the same automatic progression for men and women.

One-half had the same entrance rates for inexperienced men and women.

Of the Local Union Plant Units:

In one-half women said that not all women were given the same opportunity for upgrading and promotion that men were.

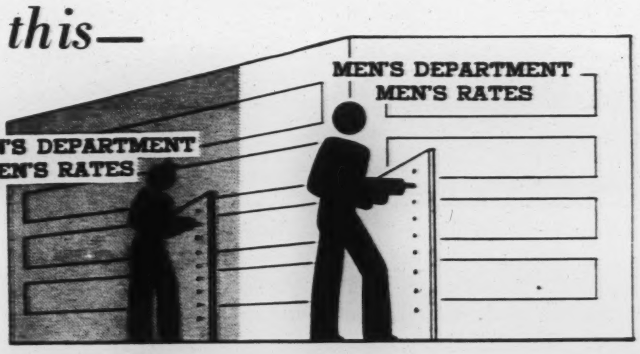
Problems of Discrimination

Although the principle of equal pay may have been established by an equal-pay clause in the contract this is not sufficient to prevent discrimination entirely.

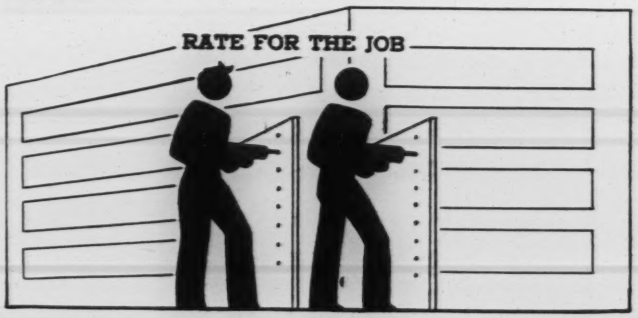
To make equal pay a reality it is necessary to establish the *rate for the job* and to see that whoever does the job gets the job rate. Discriminatory practices include:

1. Lower entrance rates for inexperienced women.
2. Unequal automatic progression—sex differential in rates from entrance to base rate.
3. Women not given the same opportunity as men for upgrading and promotions.
4. Break-down of jobs which increases production and lowers cost but results in lowering rates and thereby undermining the rate for the job policy.
5. Lower rates for women working in women's departments on jobs as skilled as many of the men's jobs.

Not this—



But this—



16—44632-1

Women want **the RATE for the JOB** *not* **"FEMALE" RATES!** ★

What the Women's Bureau Recommends

Pregnancy shall not be grounds for dismissal of any woman employee. If the work in which such employee is customarily engaged is, in the opinion of her physician, rendered difficult or dangerous because of her condition, the company shall, upon receipt of such physician's written statement, transfer her to suitable work.

Any woman employee who is pregnant shall, upon presentation of doctor's certificate stating the probable date of her confinement, be granted maternity leave of not less than 6 weeks before delivery and 2 months after delivery. Additional leave up to a total of 1 year shall be granted at such employee's request, upon presentation of a doctor's certificate stating the necessity therefor. Any woman employee who is absent from work on maternity leave shall continue to accumulate seniority during the first 3½ months of her absence and thereafter shall retain her full seniority until the expiration of 1 year from date of leaving. At such employee's written request, all unused sick leave allowance with pay in both the current and preceding years, and all or any part of her current unused vacation allowance with pay, shall be charged to maternity leave and compensation accordingly shall be paid to her at the beginning of leave.

Any woman employee absent on maternity leave shall, upon returning to work, be returned to her former job at a rate of pay not less than currently paid on the job at which she was formerly employed; or if such work is not available or not suitable, she shall be transferred to another job of equivalent value, providing that such transfer shall not be made against her consent and shall not involve work for which she is not qualified.

U. S. GOVERNMENT PRINTING OFFICE 16—43507-2

Union Provisions for Maternity Leave for Women Members

No. 3—Union Series
1945

U. S. DEPARTMENT OF LABOR
Frances Perkins, *Secretary*
WOMEN'S BUREAU
Frieda S. Miller, *Director*

Have War Industry Unions Secured Maternity Leave for Women Members?

A Study Made by the Women's Bureau in War Industry Unions in a Midwest Area Shows:

Only 5 out of 92 contracts had specific maternity-leave provisions.

Length of leave—

Varied according to individual need.
Usual maximum—1 year.

Over two-thirds of the contracts had provisions for illness or other good cause, but there was no contract guarantee that these provisions could cover maternity.

In most local unions no attention had been given to this question, and in some plants women were discharged when pregnancy became known.

A Maternity Clause in Your Union Contract? A Wise Maternity Policy in Your Plant?

Unions Recognizing the Need for Contract Provisions and Making Demands for Good Plant Policies

Many union representatives have expressed interest in securing protection for their women members, indicating that they intend to request maternity-leave clauses in new contracts and sound plant policies in the future.

The United Electrical Workers of America, C. I. O., which has over 200,000 women members, has as its present policy the inclusion of maternity clauses in all new contracts.

The United Automobile Workers, C. I. O., has recommended to its locals model maternity contract clauses which will safeguard the woman's health and her job.

The Need—

1. **To protect the health of the mother and child.**
2. **To protect the expectant mother against discharge and to protect her right to return to her job.**
3. **To see that women retain their seniority and are not penalized when they have babies.**
4. **To see that there is a good maternity policy in every plant where women are employed.**

What Women Can Do—

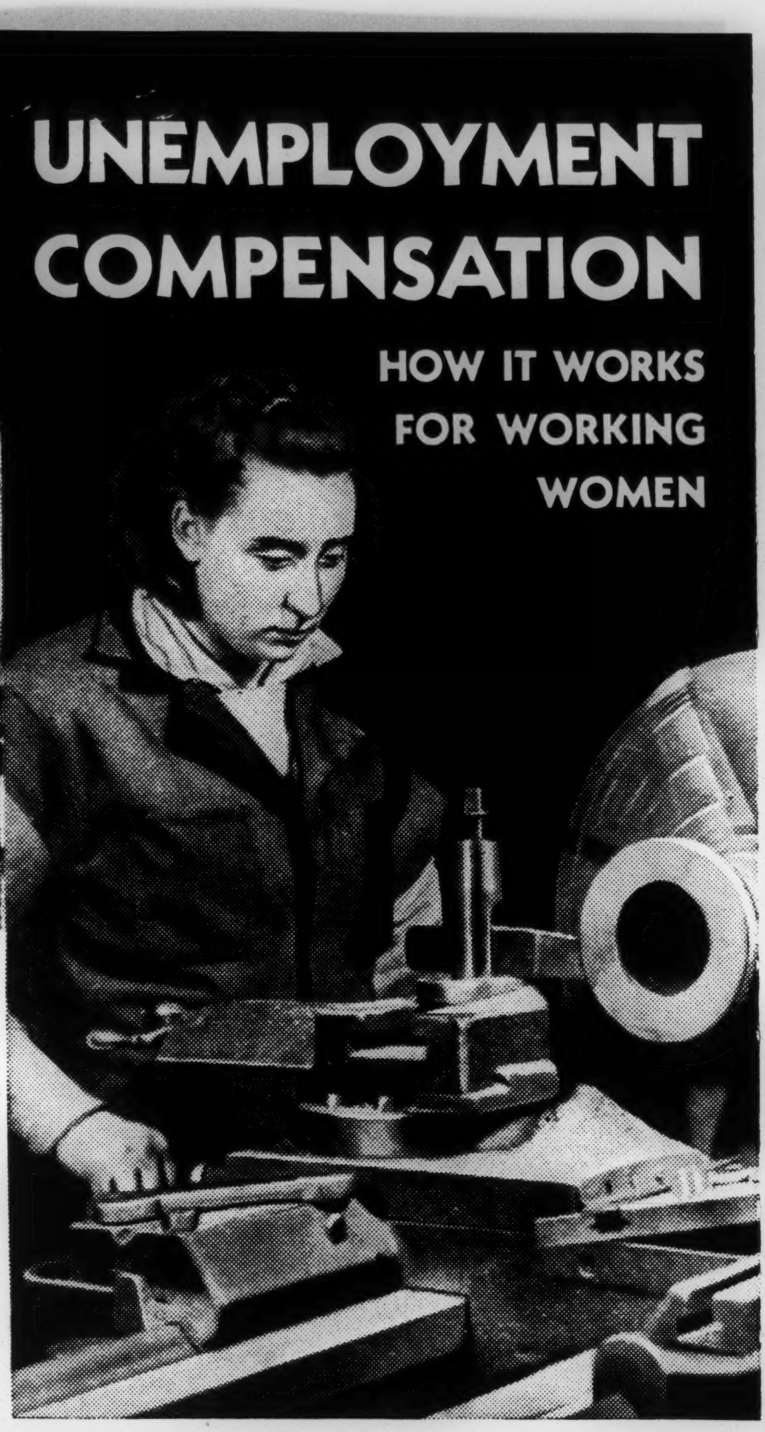
1. **Read your union contract and know what is in it.**
2. **Talk with your union officers—if there is no maternity clause in your contract—about getting one in the next contract.**
3. **Ask your bargaining committee to request the company to adopt a sound maternity policy in the plant.**
4. **Be willing to accept responsibility and encourage your fellow women workers to serve on committees or to run for office so that these and other women's problems can be presented by women.**

A Maternity Clause in Your Union Contract? A Wise Maternity Policy in Your Plant?

UNEMPLOYMENT COMPENSATION

HOW IT WORKS FOR WORKING WOMEN

EVERY WOMAN WORKER SHOULD



- • • **KNOW** how State unemployment compensation laws work for her.
- • • **FIND OUT** from her union and the unemployment compensation office about her State law.
- • • **WORK** with her union or other interested groups to improve the State law, especially if it discriminates against women.

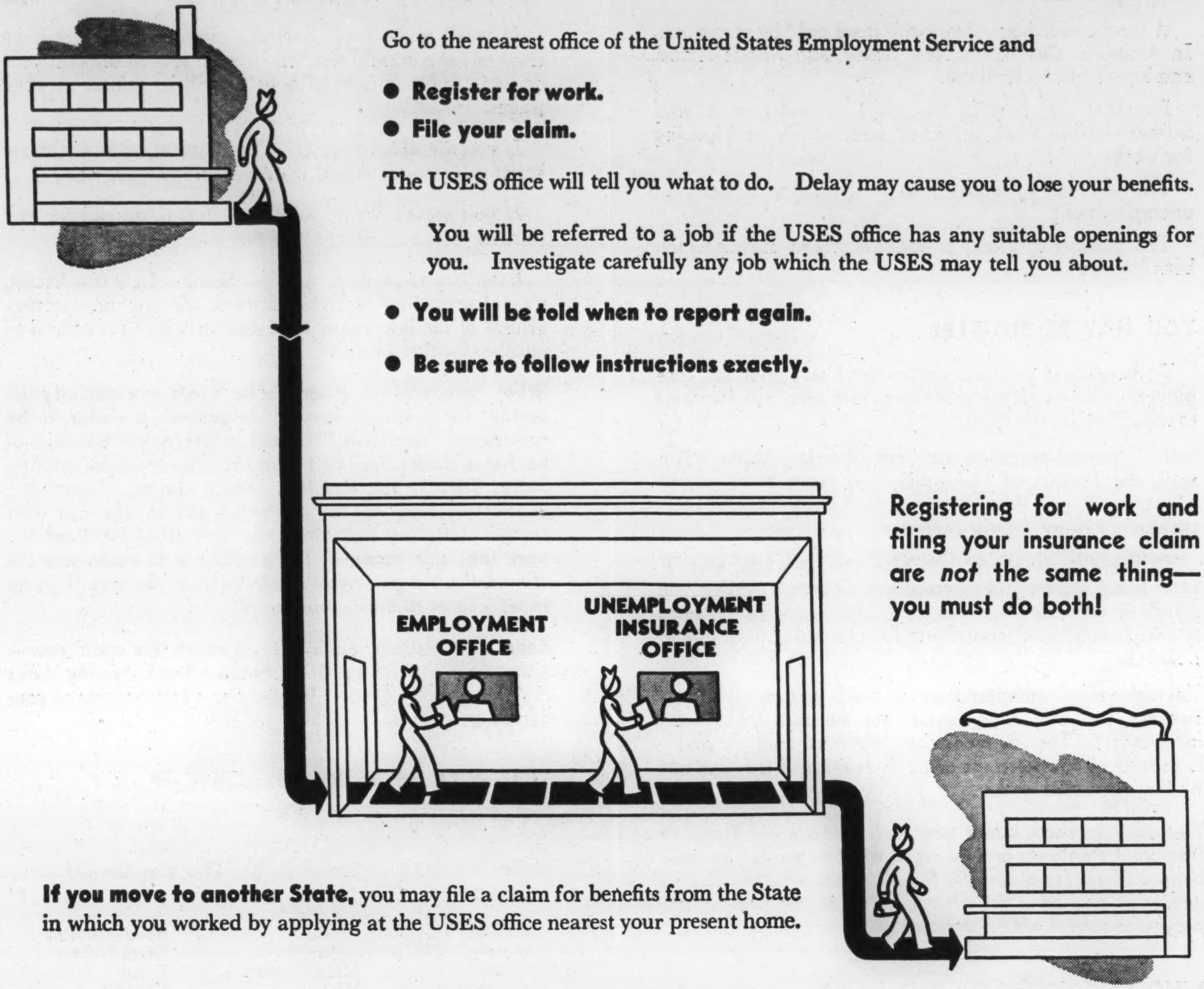
If you have general questions about the way unemployment compensation affects women workers, write to the Women's Bureau, United States Department of Labor, Washington 25, D. C.

U. S. GOVERNMENT PRINTING OFFICE 16—46560-2

No. 4 • Union Series • 1945

UNITED STATES DEPARTMENT OF LABOR
WOMEN'S BUREAU
WASHINGTON 25, D. C.

HOW TO CLAIM YOUR UNEMPLOYMENT BENEFITS



Go to the nearest office of the United States Employment Service and

- **Register for work.**
- **File your claim.**

The USES office will tell you what to do. Delay may cause you to lose your benefits.

You will be referred to a job if the USES office has any suitable openings for you. Investigate carefully any job which the USES may tell you about.

- **You will be told when to report again.**
- **Be sure to follow instructions exactly.**

Registering for work and filing your insurance claim are *not* the same thing—you must do both!

If you move to another State, you may file a claim for benefits from the State in which you worked by applying at the USES office nearest your present home.

HOW TO APPEAL A CLAIM

All States permit claimants to have a fair and impartial hearing if they believe they have been unfairly disqualified. File your appeal in the office where you filed your claim; the staff will help you. All laws limit the time within which an appeal may be filed; in most States, the time is 5, 7, or 10 days after you are notified of the decision you are appealing.

A request for an appeal must be made promptly

Each State, Alaska, Hawaii, and the District of Columbia, has an unemployment compensation law which provides for:

A *fund* created out of pay-roll taxes paid by employers. In Alabama, California, New Jersey, and Rhode Island, employees also contribute.

Payment of benefits to workers—both men and women—out of work or laid off temporarily, and looking for work.

The *amount of benefits* to be paid for a week of unemployment.

The *number of weeks* of unemployment during which benefits may be drawn.

YOU MAY BE ENTITLED . . .

To benefits if you are unemployed and your last employer, *or an employer you had before him,* was required to contribute to the fund.

To "partial-employment" benefits in Alaska, Hawaii, the District of Columbia, and every State except Montana, if you do not work a full week because your employer cannot supply enough work.

To benefits, in Maryland, Montana, Nevada, even if after filing a claim for unemployment compensation you fall ill or are disabled. Rhode Island has a special fund to which employees contribute for unemployment due to sickness.

Unemployment compensation is paid you as a *right*—because you are unemployed, not because you "need assistance." The law recognizes that most unemployment is caused by the workings of our industrial system and not by the individual worker.

You need to know about your own State law. Find out from your employer or your union whether you are or have been working for a covered firm. If you are unemployed and think you have benefit rights, go to the nearest employment service office and ask.

WHO IS COVERED BY THE LAW?

You are, if you work in any manufacturing industry or business carried on for profit and if your employer has enough people on his pay roll. Many States exclude small firms with one, two, or even seven employees, and firms which do not have the required number of employees for at least 20 weeks.

You are not, in most States, if you work on a farm, in processing agricultural products, for a nonprofit-making institution (school, church, etc.), or as a household or government employee.

YOU HAVE A RIGHT TO BENEFITS . . .

If you have been *laid off* or separated for lack of work.

If you have *earned a certain amount of pay* or have *worked for a certain time* on covered jobs in the past year or two. The amount of benefits will be related to your wages.

If you are *able to work.* (You cannot, as a rule, draw benefits if you are out of work because you are sick.)

If you are *available for work*—that is, on call for any *suitable* job and *willing to take it.*

Even if you move to another State. In a few States, special provisions on availability in the law, or interpretations of the law, apply to claimants who have moved to another locality or State.

What "availability" means in her State is especially important for a woman worker. In general, a worker, to be considered "available," cannot refuse a job because of her home duties, lack of transportation, or similar reasons. States differ in the way they handle claims. They differ in the way they rule on claims of women who can work certain shifts but not others, or who otherwise limit the work they can accept. The purpose is to make sure the claimant is not putting false obstacles in the way of going to work so as to draw more benefits.

Keep a record of your wage payments for each year—either your check stubs or an account book showing dates and amounts received. This may prevent mistakes in your benefit payments.

YOU WILL BE DENIED BENEFITS IF . . .

You work in one of the following States or Territory and leave your job voluntarily *without good cause attributable to your employer.* (This was the list as of September 1945.)

Alabama
Arizona
Colorado
Connecticut
Georgia
Hawaii
Idaho
Iowa
Massachusetts
Michigan
Minnesota
New Hampshire
North Carolina
South Dakota
Texas
Virginia
West Virginia
Wisconsin

You work in any other State, or Alaska, or the District of Columbia, and you leave your job voluntarily *without good cause.* Thus, if you left your new job because you couldn't find a place to live, you would not be disqualified.

You are discharged for misconduct in connection with your job.

You refuse "suitable" employment without good cause. States differ from time to time in defining what is "suitable" employment and whether there is good cause for refusing it. Find out about any job offered and whether it is "suitable." Some States allow a short period before a job which is not your usual work, or which pays less than you have been getting, is considered "suitable." Then, unless you have an excellent reason for refusing a referral or a job offer, you may be disqualified. *Know your rights in order to protect them.*

You do not register each week, and if you are unwilling or unable to work.

You leave the labor market to keep house or take a rest and don't want to work.

YOU CANNOT BE DENIED BENEFITS FOR REFUSING A JOB IF . . .

You would be required to join a company union or resign from or refrain from joining a bona fide labor union.

The job is vacant because of a strike, lockout, or other labor dispute.

The wages, hours, or other conditions of the work offered are substantially less favorable to the individual than those prevailing for similar work in the locality.

OTHER DISQUALIFICATIONS

In some States you are not entitled to benefits while you are receiving a dismissal wage, workmen's compensation, old-age pension, or other kinds of payment.

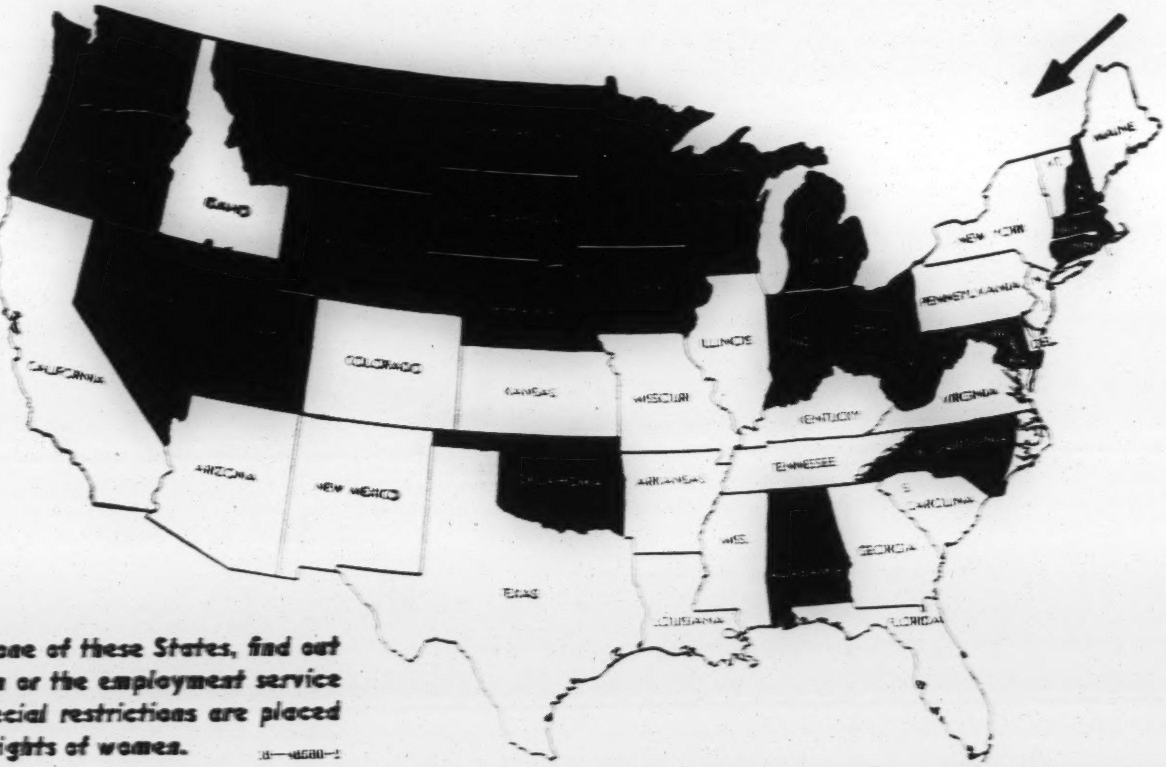
Benefits are not payable while you are off the job because of a labor dispute in which you are involved.

In all States there are severe penalties for making false statements in order to obtain benefits.

WOMEN WORKERS ARE ESPECIALLY AFFECTED BY SOME STATE LAWS

Some States have special provisions restricting the payment of benefits to women who leave their work because of marriage, family responsibilities, or pregnancy, and to women who are unemployed and pregnant. A few States even disqualify a married woman who is laid off by an employer who has a rule against employing married women. The particular conditions under which the special provisions apply, and the way in which they restrict benefit payments, vary too much to be summarized here.

Provisions of this kind are included (as of September 1945) in the laws of Alaska, Hawaii, the District of Columbia, and the States blocked out on this map:



If you work in one of these States, find out from your union or the employment service office what special restrictions are placed on the benefit rights of women.

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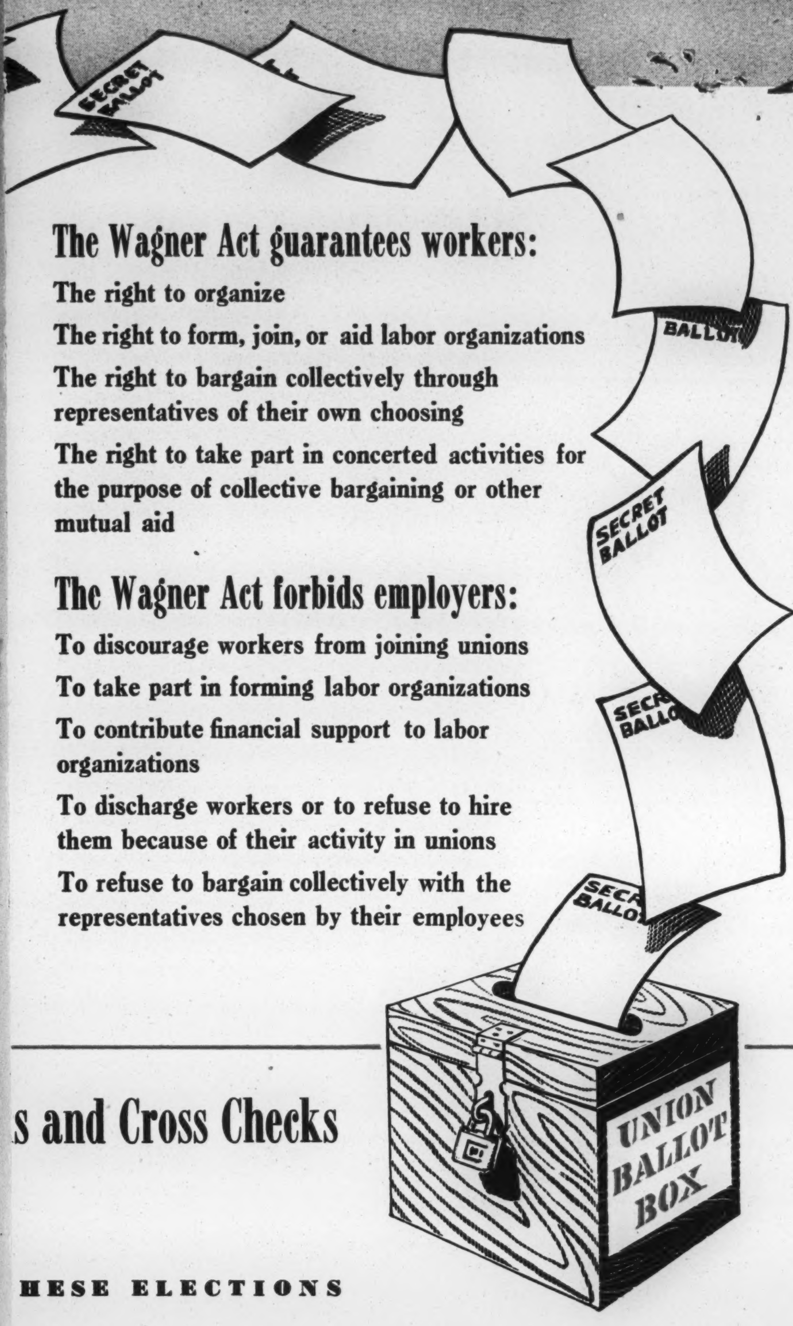


The Wagner Act guarantees workers:

The right to organize

The right to form, join, or aid labor organizations

The right to bargain collectively through representatives of their own choosing

The right to take part in concerted activities for the purpose of collective bargaining or other mutual aid

The Wagner Act forbids employers:

To discourage workers from joining unions

To take part in forming labor organizations

To contribute financial support to labor organizations

To discharge workers or to refuse to hire them because of their activity in unions

To refuse to bargain collectively with the representatives chosen by their employees

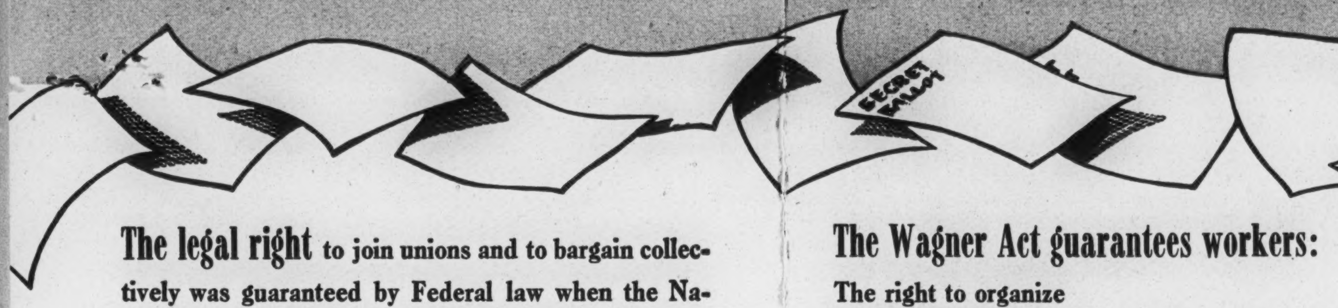
s and Cross Checks

HESE ELECTIONS

UNION SERIES NO. 5, 1946
U. S. DEPARTMENT OF LABOR
WOMEN'S BUREAU

Women's Stake in UNIONS

collective bargaining • rate for the job
job security • better working conditions



The legal right to join unions and to bargain collectively was guaranteed by Federal law when the National Labor Relations Act (The Wagner Act) was passed in 1935.

> This law says that it is the policy of the U. S. Government to encourage collective bargaining.

The Wagner Act gives the National Labor Relations Board the right to conduct elections by secret ballot in which workers vote to determine their bargaining agency.

> Under the election laws of the U. S. A., public officials are elected by secret ballot. Under the Wagner Act, representatives for collective bargaining may be chosen by secret ballot.

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BALLOT
SECRET BALLOT
SECR BALLO
SECR BALLO
UNION BALLOT BOX

National Labor Relations Board - Elections and Cross Checks

- **23,850 in 10 years of the Wagner Act**
- **20,000 won by unions**

OVER 6,000,000 WORKERS VOTED IN THESE ELECTIONS

WOMEN'S BUREAU STUDIES SHOW:

What unions have done for women

☞ Made great progress in seeing that women have . . .

A voice in collective bargaining
Better jobs—equal opportunities for promotion
Higher wages—rate for the job (equal pay)
Shorter hours—vacations with pay
Better working conditions—hot meals in the plant
Seniority rights—protection against unfair lay-offs
Community recreation—child care centers

How women can help their unions

☞ By participating in their programs to see that . . .

All members share alike in collective bargaining benefits
Women attend their union meetings and share in union work
Women contribute womanpower and skills which are needed for full production
Women won't undercut the union scale by working for lower rates
Women learn to understand and further union ideals and activities
Women help women's organizations to understand union programs
All union members work for more democracy in government
by exercising their right to vote

U. S. GOVERNMENT PRINTING OFFICE 16—47973—1

IES' SHOW:

done for women

have . . .

help their unions

participating in their programs to see that . . .

in collective bargaining benefits

on meetings and share in union work

npower and skills which are needed for full production

the union scale by working for lower rates

and and further union ideals and activities

ganizations to understand union programs

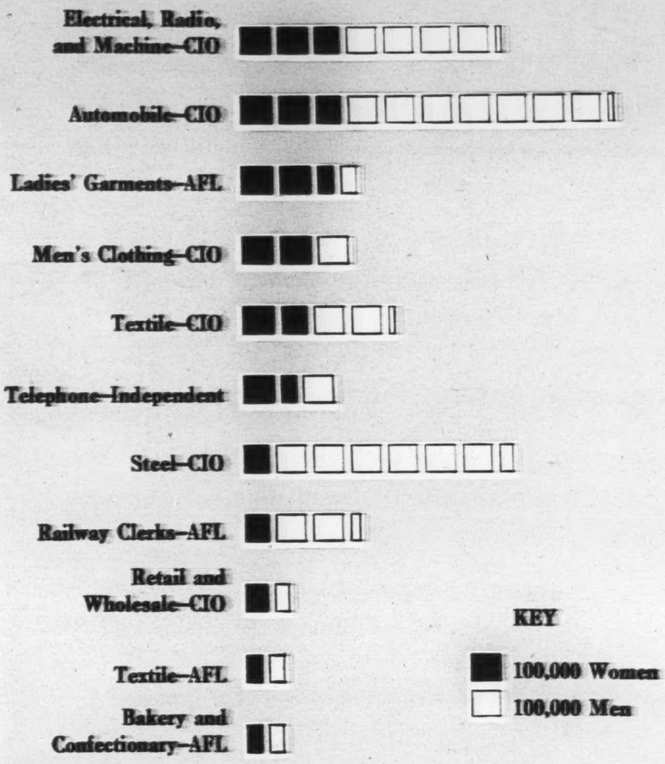
for more democracy in government

to vote

U. S. GOVERNMENT PRINTING OFFICE 16—47973-1

Women are union members!

Woman membership in some unions with over 40,000 women members—1944–45



Participation by both men and women workers in strong, free unions, is necessary to collective bargaining. The right to join with other workers for the purpose of collective bargaining is an essential of democracy. Workers have this right under the law.

U. S. Department of Labor
WOMEN'S BUREAU
Washington

May 28, 1946

HIGHLIGHTS OF THE CONFERENCE OF BRITISH TRADE UNION WOMEN [1]

For fifteen years representatives of British unions with large numbers of women members have met in conference to consider matters of special concern to women trade unionists. The most recent conference, sponsored by the Women's Advisory Committee of the Trades Union Congress, was held on October 12 and 13, 1945. One-hundred forty delegates from 22 different unions affiliated to the Trades Union Congress attended. The women represented numbered 1,361,000 at the end of 1943.

Equal Pay and Women's Wages

In the general discussion on equal pay and women's wages, delegates brought out the need for:

1. Emphasis on "the rate for the job" rather than the "outmoded" term "equal pay."

2. Pressure on the Royal Commission on Equal Pay (which has been in existence since October, 1944) to bring out its report.

A resolution was adopted urging the Trades Union Congress to continue to press for a leveling up of the lower-paid workers, especially women, and calling for the support of men trade unionists because of the menace of "cheap labor."

Women and Trade Union Organization

The chairman of the Conference, Dame Anne Loughlin, pointed out that of the more than seven million women in industry and the services during the war only about two million were trade union members. She stated that women must organize if they want to compete with men and if they want improved conditions of employment and greater opportunities. Further, if they want equality of pay and opportunity they must be willing to accept responsibility.

Women trade union officials say that there is a serious problem of organizing women because the industrial life of the average working woman is approximately seven years. At this conference a resolution was adopted to the effect that the Trades Union Congress should urge its affiliated bodies to provide speakers on the need for fuller organization of women. Discussion brought out the need for women organizers, for devoting attention to women in rural areas and to younger women between 25 and 30, and for better plans for training and organizing women workers. One delegate proposed a National Recruitment Week for Women, to be observed by all unions.

Opportunities for Training

The Conference adopted a resolution urging "that the skill and experience gained by women during the war years shall not be lost to the nation and that full opportunities for training shall be available to them...." It also called upon women workers to take advantage of all available training, and to develop their efficiency so as to strengthen the trade unions in their demands for the rate for the job. Speakers demanded that women be given the training to carry out the more responsible and better-paid jobs, and stated the right of married women to remain in industry if they wished.

Household employment

The report on Post-War Organization of Domestic Service, prepared at the request of the Minister of Labor and National Service and issued as a government White Paper in June 1945, was presented to the Conference. The speaker that presented the report stated the need for effective organization among domestic workers. Many former domestic workers who had high wages and good working conditions in their war jobs will not want to return to domestic work. Probably there are half a million now, compared to more than a million at the last census, but even this number presents a serious problem for organization. Several speakers urged that domestic workers should be covered by social insurance.

Other Questions before the Conference

Other resolutions were adopted 1) urging legislation to prevent unhealthy and unsatisfactory conditions in offices, 2) proposing a broad housing program, and 3) demanding the continuance of nursery schools maintained by government grants.

Additional subjects discussed included schools for working women, expectant mothers in industry, opportunities for women in science and medicine, and rest-break homes for industrial workers.

The exchange of trade union women between Great Britain and the United States in 1945 was referred to. Miss Edith Haycock of the National Union of Tailors and Garment Workers, who was a member of the British delegation to the United States, gave a brief report of her visit.

1/ Based on report of Ethel M. Johnson of the American Embassy, London, December 23, 1945 and on the Report of the National Women's Advisory Committee, 1944-45.

WOMEN'S BUREAU
SEP 4 1945

Robinson ① ~~Bayrett~~
② Burham → Please return to Robinson for further attention

ECONOMIC OUTLOOK

PUBLISHED BY THE CONGRESS OF INDUSTRIAL ORGANIZATIONS

PHILIP MURRAY, *President* JAMES B. CAREY, *Secretary-Treasurer*

DEPARTMENT OF RESEARCH AND EDUCATION, 718 JACKSON PLACE, N. W., WASHINGTON 6, D. C.

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August, 1945

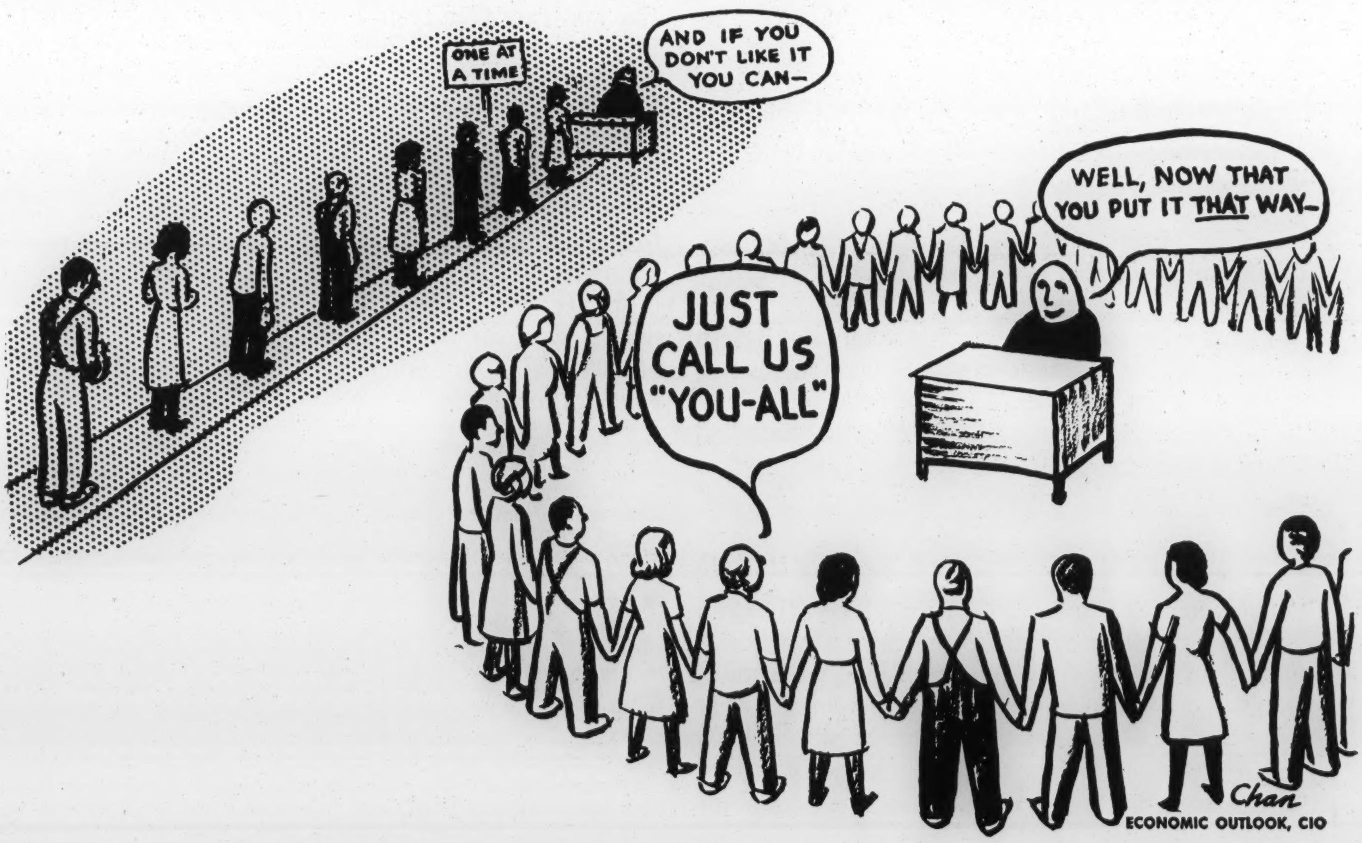
The Future of Collective Bargaining

America has a stake in collective bargaining it cannot afford to lose. For the right to join with fellow workers in free unions is as essential to our democracy as the right to vote.

A strong trade union movement is one of the best guarantees this country could have that a "truly American way of life" will be extended to all our citizens. And a shackled labor movement has always been the first aim of the enemies of democracy.

The right to organize, at first granted by only a few enlightened employers, and now written into federal law, has resulted in untold gains to American men and women and to the communities in which they live. Materially, it has meant the difference between hunger and food, sickness and health. In 1933, iron and steel workers, unorganized, received an average wage of $.50 an hour; in 1940, organized, they were getting $.77. By 1940, automobile workers, members of the CIO for the most part, were getting $.95 an hour, an increase of $.36 over 1933. Gains in these industries can be compared with wage movements in wholesale and retail trade, still largely unorganized. In 1934, the former paid an average wage of $.65 an hour, in 1940 $.74; retail trade wages declined during this period from $.47 to $.46 an hour.

Before 1933, vacations with pay for wage-earners


ONE AT A TIME
AND IF YOU DON'T LIKE IT YOU CAN—
WELL, NOW THAT YOU PUT IT THAT WAY—
JUST CALL US "YOU-ALL"
Chan
ECONOMIC OUTLOOK, CIO

were largely unknown. By 1944, due to union efforts, some 11½ million organized workers who met specified service requirements could enjoy at least a week of rest.

Thousands of workers are now protected in illness by union health insurance plans and sick leave provisions. CIO unions are pioneering by introducing maternity leave clauses into their contracts.

Before unions grew strong, workers were fired or laid off at the employer's whim. "You, you, and you—don't come back tomorrow," the foreman would say, and he might be pointing at a man with 20 years of service with the company or one with only two months' work experience. Today union contracts provide just and orderly procedures which bring a certain measure of job security into workers' lives.

No less important than any of these functions is the part played by unions in preserving the sense of dignity within a man. Modern industry has tended to deprive workers of the sense of craftsmanship, of essentiality, which belonged to the old skilled worker. The worker in huge modern corporations knows that what he thinks and what he feels as an individual means little or nothing to the processes of modern industry. Membership in a strong union gives back the self-respect which comes from knowing "My say counts." A say in our occupational life, in which we spend most of our waking time, a say as to how long we shall work, for what wages, and what some of the rules of the game shall be—*a say that counts*—is as essential to a living democracy as a say in the workings of government.

Employers, likewise, benefit from collective bargaining. Regular and orderly industrial relations not only help wage-earners but also show up in the profit and loss statement at the end of the year. The productivity of men satisfied that their best interests are protected goes up in leaps and bounds.

Communities, small and large, depend upon the well-being of the working population for their own well-being. Bad factory conditions create health hazards, which tend to disappear when collective bargaining steps in. Local stores need customers with good wages to spend. Well-paid, satisfied workers make good citizens. Slums, malnutrition and anxiety make bad ones.

THE FIGHT FOR COLLECTIVE BARGAINING

Some businessmen have only very recently even so much as given lip service to the right of workingmen to join together in their relations with management. This lip service has been *forced* only after a long and bloody campaign in which lives were lost, in which workers' wives and children paid the cost in undernourishment and constant worry, and in which the "civil liberties" guaranteed by the Constitution were largely ignored by employers.

During the first World War, union membership doubled and labor looked forward to an era of increasing democracy in industry. Instead, employers launched an "open-shop" drive across the country. "American Plan" leagues were formed, and the National Open Shop Association flourished.[1] Union membership dropped by 2 million in the face of this drive to destroy organized labor.

Let's look in on Joe Massworker in the 1920's to see these practices in operation.[2] Joe would rather like to join a union, since his wages are low, hours long and he doesn't know from one day to the next when he may be laid off. So far nobody knows he's leaning toward the union, but he must be careful. Everybody in the plant knows that the names of union sympathizers are turned in—and the next day they're out of a job. Then their names go on the "black list," and they can't get a job anywhere.[3]

On his way to work, Joe passes the company's Industrial Welfare Service office. Rumor has it there are machine guns and tear gas in that office—in case of a strike. Everybody remembers the strike two years ago, when they used the tear gas, and then got an injunction against the workers for picketing.

Going in the plant gate he sees a new man signing in—sees him signing the "yellow dog" contract, ". . . the employee hereby agrees to keep this contract free from interference or intervention in every respect by any officer, member, or sympathizer of any labor union or other organization or society."[4] In other words the employee was forbidden to join a union on penalty of losing his job.

During the morning rest, Joe's friend at the next machine speaks low: "Did you hear what they did to the union hall last night? Busted right in, those company police, broke up all the furniture and stole all the records. I sure feel sorry for the guys whose names were in those files. They'll never get another job in our industry." Joe is glad his name wasn't there.

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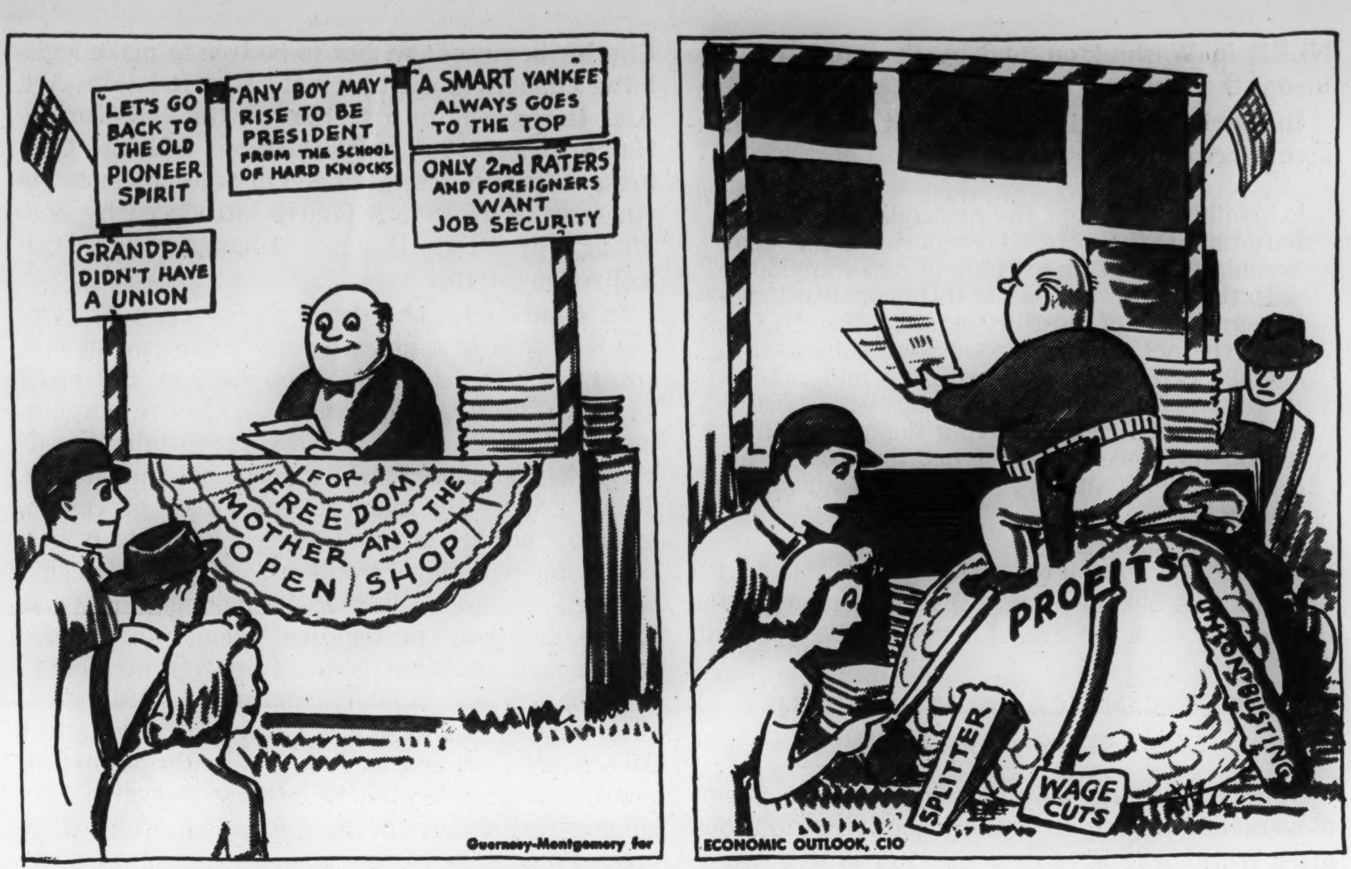
[1] "Their [employers] propaganda painted labor unions as radical, corrupt, responsible for high prices, and opposed to the American tradition of free enterprise. . . . The American Plan, as [Perlman and Taft] describe it, 'purported to abolish the "Un-American" closed shop, but, as in previous open shop crusades, the destruction of unionism was the real objective'." Faulkner and Starr, *Labor in America*, 1944, N. Y., p. 171.

[2] See LaFollette Committee on Violations of Civil Liberties and the Rights of Labor *Hearings* for complete documentation of these management practices. Carroll Daugherty, formerly of the War Labor Board, has summarized them in *Labor Problems in American Industry*, pp. 277-80.

[3] "Large companies often have . . . formal espionage system directed by police chiefs. . . ." Daugherty, *op. cit.*

[4] Actual clause from a contract of the Marmon Co.'s Indianapolis plant in 1921.


LET'S GO BACK TO THE OLD PIONEER SPIRIT
ANY BOY MAY RISE TO BE PRESIDENT FROM THE SCHOOL OF HARD KNOCKS
A SMART YANKEE ALWAYS GOES TO THE TOP
ONLY 2nd RATERS AND FOREIGNERS WANT JOB SECURITY
GRANDPA DIDN'T HAVE A UNION
FOR FREEDOM MOTHER AND THE OPEN SHOP
PROFITS
UNION BUSTING
SPLITTER
WAGE CUTS

Guernsey-Montgomery for ECONOMIC OUTLOOK, CIO

After work, the foreman tells Joe he'd better come along to the employee representation meeting. Since the union organizer came to town, this company-sponsored union has been active. The company pays the expenses of this union and appoints its officers. But it never does anything but meet and listen to speeches like the one today by Mr. B., the General Manager:

"There are some foreigners in town," he says, "and this has always been a freedom-loving 100 percent American town. They're out to get you into their union. But you know what they'll do—they'll take your money and spend it on women and liquor —they're racketeers. Now, we've always had fine relations with you men. But I'm telling you right now, if that union gets into this plant, we'll be forced to close the plant and move out of town. And we'd hate to see all you men lose your jobs. You are all free to bargain as individuals with me—my door is always open. But if you have anything to do with that subversive, communist, grafting union, we'll just have to call it a day."

On the way home, Joe hears what's happened to the organizers—they've just been beaten up and run out of town—one of them had a fractured skull, they said. Joe is glad he isn't mixed up in the union, even though he'd still rather like to join up.[5]

The National Labor Relations Act was passed in 1935 to give Joe a chance. It provided legislative protection for workers against employers' unfair tactics for the first time. By restraining employers, it allowed organization and collective bargaining to flourish naturally, as a plant when it is freed from entangling weeds.

The history of labor organization in the 1930's is well known. Workers, no longer afraid of losing their jobs because of union activities, flocked to join the unions. Membership jumped from 3 million in 1932 to 14 million in 1945. By 1945, two-thirds of all workers in manufacturing were employed under the terms of union agreements. The NLRB, in the 10 years of its existence, has handled over 74,000 cases. The Board has disbanded more than 2,000 company unions, and some 300,000 workers fired for union activities have been reinstated. Genuine unions were chosen in four-fifths of the 24,000 elections conducted by the Board.

Cold figures do not tell the whole story of the advancement toward genuine democracy in America during the 10-year period since the passage of the Act. The participation of more than 6 million men and women in NLRB elections—85% of those eligible—marks the opening of a new frontier in democracy as significant as the elimination of the property qualifications for voting. Hundreds of thousands of employers have been restrained from destroying the civil liberties of their employees by the presence of the Act on the statute books, of the

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[5] "Employers' agents . . . may beat union leaders and organizers and eject them forcibly from the community." Daugherty, *op. cit.*

NLRB in Washington, and by the growth of the unions themselves.

Industrial opposition to the Act has been constant since its passage:

> "Unwilling to accept the principle of collective bargaining, the [NAM] encouraged its membership to adopt an attitude of non-compliance with the act on the basis of its unconstitutionality, and one of hostility against the NLRB. Both the act and the Board were subjected to a continued barrage of criticism and ridicule in letters, bulletins, radio addresses, posters and cartoons. Then, having done everything within its powers to obstruct the Board, the association began to ridicule it as an abject failure."[6]

There is every reason to suppose that this powerful opposition is but awaiting a favorable moment for a hatchet job on the Act. Labor must be on guard.

THE PRESENT CAMPAIGN AGAINST COLLECTIVE BARGAINING

There are already indications that anti-union employers are hoping to smash labor organizations after World War II as they did after World War I. Labor sacrificed the advantages of a strong bargaining position during the war period, through its adherence to its no-strike pledge 99.9 percent of the time, and through its acceptance of the principle of wage stabilization. Labor's wartime record merits reassurance that industry will cooperate in expediting the change-over to peacetime production.

This is the kind of reassurance we're getting:

General Motors has recently "punished" salaried workers in one of its plants for joining a union by transferring them to hourly rates of pay. A big North Carolina shipyard employed men during the war for the sole purpose of spying out union members in order to fire them. And Chrysler's economist, John Scoville has said: ". . . I condemn collective bargaining as an assault on liberty, as an evil thing which is against the public interest, as something which will increase poverty."

Many employers welcome "super-seniority" job rights for veterans and legislative "protection" for veterans against unions as a means of setting soldier against worker, of using ex-service men to destroy unions.

The Christian-American Association has introduced anti-labor legislation into every Southern and many Northern state legislatures. Two states have passed so-called "Right to Work" amendments to their constitutions. The NAM has refused to join with the AFL, CIO, and the U. S. Chamber of Commerce in the Labor-Management Charter because it wishes to be free to make legislative changes in the National Labor Relations Act. And the recent introduction of the Ball-Burton-Hatch Federal Industrial Relations Bill into Congress may well herald a flood of federal legislation (in addition to that regularly introduced by Senator Pappy O'Daniel) aimed at hampering free collective bargaining.

In some circles the attack on collective bargaining is draped in a new slogan—"management prerogatives." The soothsayers of this new cult insist they are in no way opposed to collective bargaining, *if* labor will only recognize that certain "areas" are solely and peculiarly management's function. These exclusively management areas, of course, include anything of importance relating to wages, hours and working conditions. Any relationship between genuine collective bargaining and what the management prerogative school would leave to the field of union action is purely accidental.

These are not isolated happenings. Multiplied, they form an increasingly obvious campaign against collective bargaining as it has recently developed.

All current attempts to destroy collective bargaining and undermine the protection afforded by present federal legislation have certain alleged goals in common. As in the past, high-sounding aims are serving as screens for anti-labor activities.

"The Right to Work"

There's a great deal of anxiety about the "right to work," for instance—'tis said that the main obstacle to the realization of this right by all men is the existence or possible existence of closed or union shop contracts.[7] Thus, it is argued, legislation against such contracts is necessary. Some states have attempted to ban closed shops. The restrictive clauses placed around the closed and union shops, and even maintenance of membership, in the Ball-Burton-Hatch bill would prohibit their successful operation.

It is interesting to note that although some 6½ million men and women are working today under closed or union shop agreements, and another 3¾ million under maintenance of membership agreements, the cries in defense of the "right to work" come from management, not labor. On the contrary, American workers are so convinced that such

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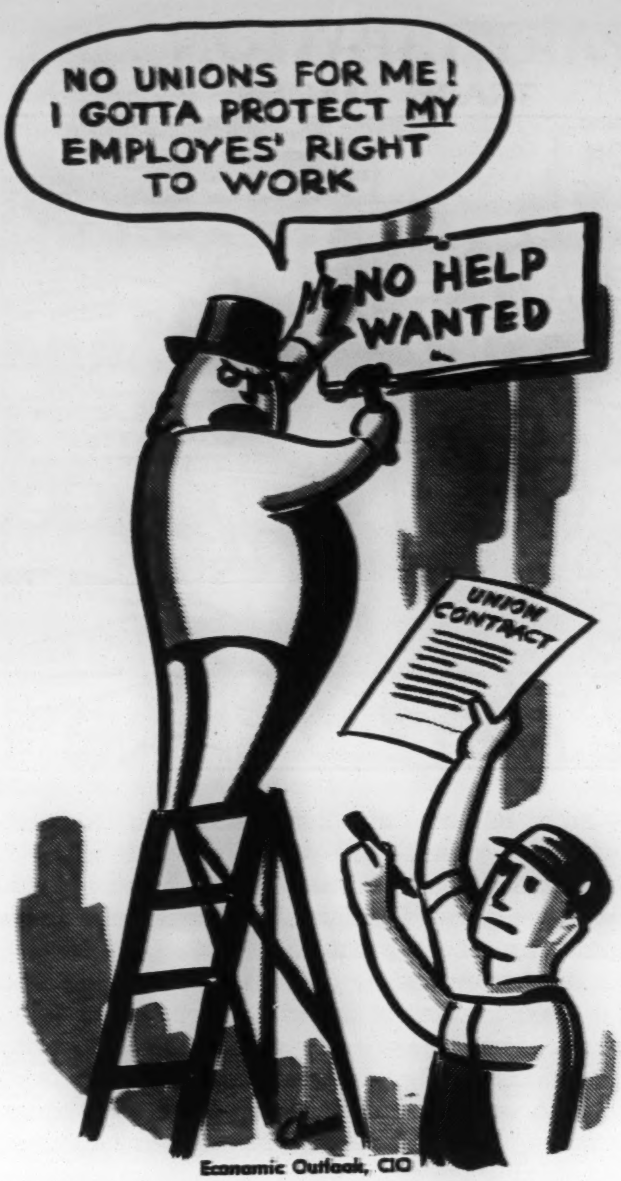
[6] Temporary National Economic Committee, Monograph No. 26, *Economic Power and Political Pressures*, 1941, p. 191.

[7] Union shop clauses, as written into CIO contracts, provide that management may hire whomever it chooses, but that, once employed, the new man or woman must join the union. Maintenance of membership agreements require that union members should maintain their membership for the duration of the contract—nonmembers are not required to join. Maintenance of membership contracts generally allow an escape period of 15 days, during which members may resign without loss of their jobs.


NO UNIONS FOR ME! I GOTTA PROTECT MY EMPLOYES' RIGHT TO WORK
NO HELP WANTED
UNION CONTRACT

Economic Outlook, CIO

provisions are helpful rather than harmful to their interests that they refuse to resign from unions during "escape" periods. A recent study by the U. S. Bureau of Labor Statistics of a group of representative companies showed that only ½ of 1 percent of the workers with an opportunity to withdraw from union membership did so. Labor just does not share the employer's belief that closed and union shops interfere with the sacred "right to work."

Perhaps this is because the right to work means something quite different to the worker than to some employers. It means to him the right to a job with decent wages and working conditions. He knows that unions have put real meaning into this right—not employers. He heard nothing from employers during the depression about the right of the 15 million unemployed to work. It is the unions which fight for higher wages and shorter hours for him; they protect him against arbitrary discharge, favoritism, racial discrimination.

Why do unions demand the union shop? Why do governments ask their citizens to pay taxes? Union members have a word—"freeriders"—for the boys who enjoy the fruits of union work without contributing to union success. Most unions bargain for everybody in the shop, regardless of membership. The concessions they win from management—the raises, the vacations with pay, the sick leave—apply to everyone. Negotiating a contract requires hours of work and energy, and running a union costs money. Democratic principles demand an equal contribution from all if benefits are to be equally shared.

A union is not named exclusive bargaining agent for all employees until a majority of the workers vote for it. It is this majority which then determines what working conditions it will claim for the whole shop. It imposes those conditions upon the others, just as the Congress elected by a majority imposes legislation upon the whole country. When the union introduces the union shop, it is simply exercising its right, as the representative of the majority, to determine working conditions.

Unions, as bargaining agents, are responsible for the actions of employees toward management, under the conditions of the contract. Non-members, not subject to union influence, can often wreck the day-to-day workings of collective bargaining.

Lastly, it would be denying the facts of industrial life if we were to close our eyes to the need for union security as a condition for fruitful labor-management relationships. Only a union free from attack by management, working through non-member employees, can function constructively.

Employers' "Freedom of Speech"

Another goal of the would-be reformers is to ensure "freedom of speech" for employers in elections to determine collective bargaining. This aim ignores the whole history of employer participation in workers' affairs. The selection of a bargaining agent is a right of workers and who it shall be is entirely their business. The employer must deal with whomever they choose. "A necessary condition to the continued use of [elections]," says the NLRB, "is that the atmosphere of a collective bargaining election be free of any coercive tactics or union influence directed at the employees, whether attributable to the employer, a contesting union, or any other source. . ."[3] Workers do not have, nor do they ask for, a voice in the choice of management's representative in the bargaining process—the personnel director, or general manager. Why

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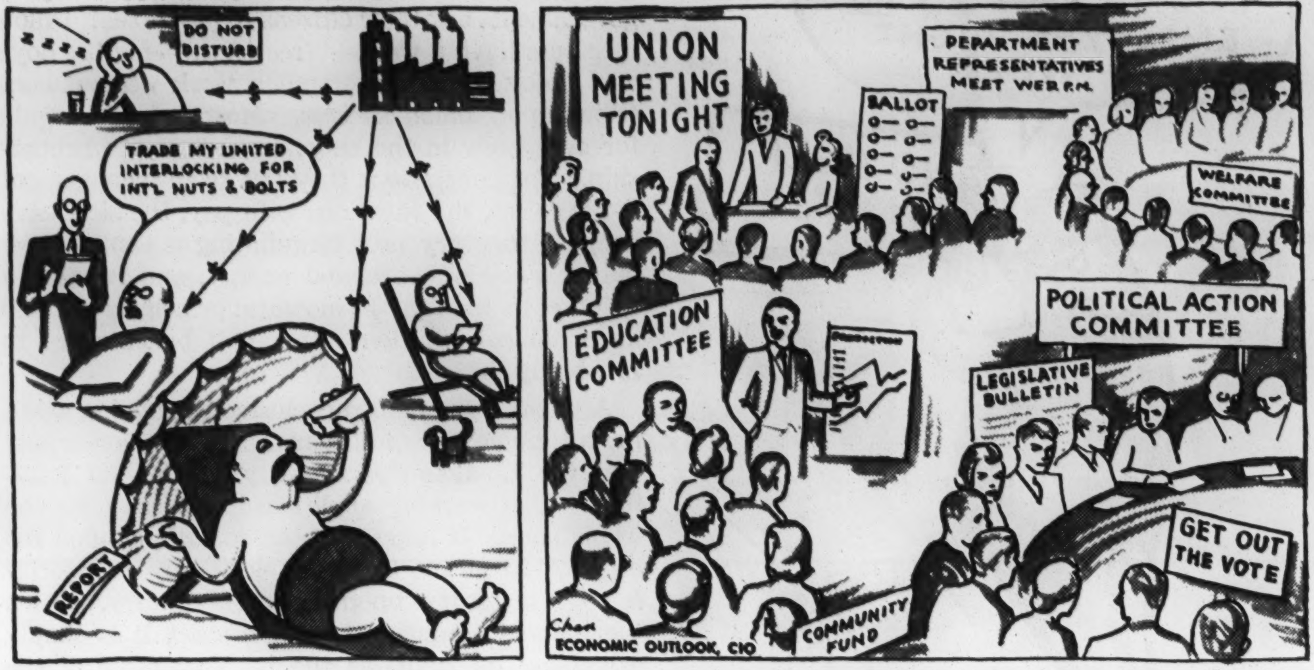
[3] *Ninth Annual Report*, 2-3.

DEMOCRATIC PARTICIPATION



SHAREHOLDERS

TRADE UNIONS

should employers take part in the workers' choice?

Still another great concern is for democracy in labor unions, and great fear has been expressed of labor dictatorship. Violations of democratic procedures have received wide publicity in the press, but by and large labor unions are about the most democratically run organizations in the country. Annual or biennial conventions of almost all CIO unions, attended by delegates chosen by millions of workers, elect officers and determine the basic policy outlines for the coming year. At home, local unions hold regular meetings, in which every member is invited to participate freely. We wish it were as easy for a Negro doctor to practice at the hospital of his choice as it is for a Negro worker to participate in a CIO union.[9] We wish Jewish students were welcomed into medical schools as indiscriminately as Jewish workers are welcomed into CIO unions. If legislation is needed to "enforce" democracy, we can think of many organizations in greater need than labor unions.

Democratic procedures have never been industry's strong point. Important policy decisions, affecting millions of lives, are almost always made by a small group of men who hold their positions year after year. Influence of stockholders in corporations is determined by the amount of stock owned by each; influence of union members is democratically determined—one vote to each member. Stockholders meet but once a year—most of them don't even get to the annual meetings; most union members meet every month.

Still another feature of most "labor" legislation is the requirement of financial statements by labor unions. Here the effort is to convince the public that unions are forcing great sums of money from innocent workers and spending them for sinister purposes. This is a false picture of what happens in most labor unions.

Most unions charge dues of $1.00-$1.50 a month. Those which charge higher dues generally offer special benefits, such as death, disability or old age payments. Most workers consider the gains won by unions a bargain at this price. Most CIO unions publish financial statements for their members.

Looking behind the request, it's easy to see why employers are interested in the financial status of unions. If a union is poor, the easier to eat it up. If it is rich, let's wait a year or two before launching the big offensive.

Employers' concern for the worker's dollar does not prevent many from charging high monopoly prices for their products, often necessities which workers must buy. It is only aroused when it gives labor's enemies an opportunity to view the chinks in labor's armor.

"Industrial Unrest"

We have been told that one of the greatest dangers threatening our rapid and orderly reconversion to peacetime prosperity is that of "industrial unrest." In order to avoid this "unrest," the argument goes, it is necessary to pass legislation calling for compulsory arbitration and cooling off periods in labor-management disputes.

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[9] "The Congress of Industrial Organizations is the strongest force against discrimination that has arisen in these fervid years," says the Julius Rosenwald Fund, in their Review for the Two-Year Period, 1942-44, p. 9. "While individual unions still show prejudice and have occasionally broken out in hate strikes, the central organization has not faltered."

These provisions must be recognized for what they really are—a body blow to the right to strike. Labor rightfully views the strike as a weapon to be used only as a last resort, but when that last resort has been reached, unions must be free to use the strike as fully and as powerfully as possible. Workingmen do not willingly give up their jobs and their pay to go out on a strike (strikes have not exceeded ½ of 1 percent of the total available working time in the last ten years) yet sometimes they know its the only way to talk to an employer—lowered production speaks louder than the union. In such situations, compulsory arbitration and cooling off periods serve only as weapons in the employer's arsenal. They give him an opportunity to fill important orders in a hurry, to build up stock piles against the day of need—in other words, to successfully draw the sting from the strike when and if it does come. Most unions know that in nine cases out of ten, arbitration is desirable and feasible. It's that tenth case, however—and the prospect that it might become the eighth, ninth and tenth cases if the right to strike were weakened—which makes labor say "No" to compulsory arbitration for all labor disputes.

There is growing up a carefully fostered impression that any strike is "bad"—that consumers and the country as a whole lose just as the employer does. Nothing could be further from the truth. Without increased purchasing power for the lower income groups in this country depression is absolutely certain. Communities have a vital interest in factory health conditions, workers' housing, and so on. A democracy has a heavy investment in the workers' right to organize, union recognition, and collective bargaining. Strikes for these goals are *saturated* with public interest. It is highly desirable that reconversion be rapid, but it must be built on sound economic and democratic principles—otherwise we may efficiently and speedily reconvert to economic chaos. We must not allow the wartime attitude toward the word "strike" to color our judgment in the postwar period.

Finally, any man in his senses must know that you cannot legislate away the symptoms of unrest—you must deal with the causes. You might as well pass a law against people blowing their noses, in an effort to stamp out the common cold. Restlessness today arises because workers see millions of war jobs evaporating before their eyes, feel take-home pay amputated from their pay envelopes, and look in vain for prospects that the country cares what happens to them, that over-all planning is prepared for the shift to a peace economy.

Unions are not perfect, nor are any other organizations made up of mere human beings. Existing legislation is more than adequate to take care of present labor faults. Our alternatives are clear: is the labor movement to be so bound in hampering restrictive legislation, that it will be allowed to move a toe at a time but not the whole foot in its attempt to progress, or is the whole country to move forward, unified behind common goals—full employment, industrial democracy, social security and better living for all?

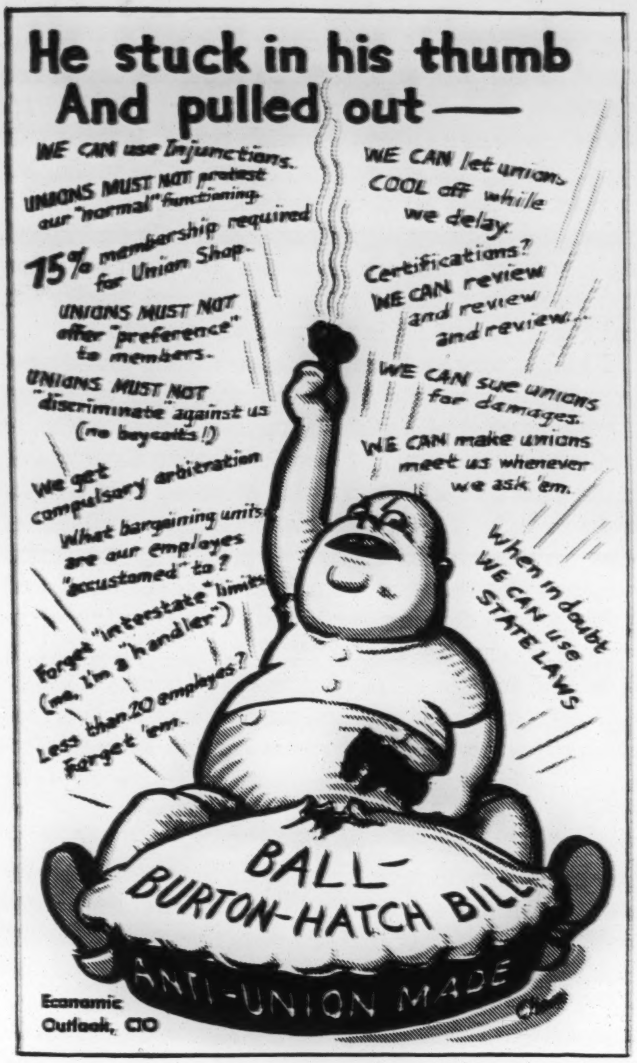
During the 1930's, free labor unions were crushed all over the world by fascist forces which knew labor was their bitterest and best enemy. Today, in country after country, labor is leading in the fight to gain true democracy. We must not lag behind.

Little Jack Horner and the Ball-Burton-Hatch Bill

Little Jack Horner, of Horner Bros. & Co., Inc., long known for their defense of their employees against un-American and subversive unions, sat in a corner of his luxurious office looking at the pumpkin pie known as the Ball-Burton-Hatch bill. "Hmm," said Mr. Horner, "perfect outer crust. The Federal Industrial Relations Act—excellent name, and cooked up by Senators Ball, Burton, and Hatch, whom everybody knows are interested in peace, abroad and at home. We don't need to mention Donald Richberg, or corporation lawyers Rugg, Smith, and Alger or President Whiteside of Dun and Bradstreet who really put in the ingredients.

"Well, let's to it—let's see what's in it for us," went on Mr. Horner, as he put in a tentative thumb. "Aha, what have we here? A veritable plum—all these waiting and cooling-off periods and, oh my, compulsory arbitration. That certainly relieves Horner Bros & Co. of their worst fear—a reconversion strike. With that tempting market waiting we couldn't afford a strike—and these provisions will certainly make it very very hard for the men to strike. And if they can't strike—well, that's the main weapon they have. Without it, we might almost get rid of the unions. But do let's fish again in this lovely pie.

"Well, this *is* something—a long list of 'unfair labor practices' we can get the union for. I particularly like this one—that prohibits the union from 'interfering with the normal functions of management.' I guess that covers most everything. We can put in the speed-up or do most anything


He stuck in his thumb
And pulled out——
WE CAN use Injunctions.
UNIONS MUST NOT protest our "normal" functioning.
75% membership required for Union Shop.
UNIONS MUST NOT offer "preference" to members.
UNIONS MUST NOT "discriminate" against us (no boycotts!)
We get compulsory arbitration
What bargaining units are our employes "accustomed" to?
Forget "interstate" limits (me, I'm a "handler")
Less than 20 employes? Forget 'em.
WE CAN let unions COOL off while we delay.
Certifications? WE CAN review and review and review...
WE CAN sue unions for damages.
WE CAN make unions meet us whenever we ask 'em.
When in doubt WE CAN use STATE LAWS
BALL-BURTON-HATCH BILL
ANTI-UNION MADE

Economic Outlook, CIO

and who's to say it's not a 'normal function of management'? Then here's one which says it's an unfair labor practice for unions to discriminate against an employer. I guess that disposes of any boycott the union might have in mind—and next to a strike that's what would hurt us most.

"And look here, if we get the union on any of these things, we can collect damages. Boy, could we clean out a union fast! Or we could have the union deprived of its bargaining rights, or we could even get an injunction. That takes care of the Norris-LaGuardia Act, I guess. They fought hard for that Act and it's certainly been a nuisance to us employers.

"This sure is a great pie. Wouldn't think there were all these plums in it, to look at it from the outside." So saying, Mr. Horner plunged in both thumbs this time.

"Well, these two certainly do the trick. No union may demand a union shop or maintenance of membership (be glad to get rid of that thing) clause in its contract unless 75% of the employees belong—and any time membership falls below 75% the clause becomes inoperative. They sure are protecting our American workers. Majority rule isn't good enough here, even though practically everything else in the country is decided on a straight majority basis. And combined with this other provision—that individuals may bargain with the employer—it's a sure thing. We can give raises and favors to individuals, and then who'll want to belong to the union? Then when we've got rid of the union, we can do what we jolly well please with the individual.

"My, what a fat plum this is," said Mr. Horner, waggling his thumb in the air. "Employers can petition for elections of bargaining representatives any time they want. The Wagner Act wouldn't let us do that—it maintained the selection of a bargaining agent was the concern of the workers only and the boss didn't have any say until they'd made their choice. Now, we can just bide our time until the union's weak, and then have an election. If we don't beat the union then, we can watch for the next good chance. More fun, more elections. The union won't be able to lift a finger!

"And if a union should win the election, we don't have to bargain until we've fought the results through the courts. Good Lord, we could go two years if we wanted to without once meeting with the duly elected bargaining representative—that's a change all right. We have to bargain first now.

"That doesn't seem to exhaust the plums, either," said Mr. Horner, as he explored a little. "Look at the coverage of this act. Employers in 'interstate' commerce of less than 20 people are exempt. Almost 20% of the nation's workers are in firms employing less than 20 persons. That'll cut out a lot of people, all right.

"And what they've done to the definition of interstate commerce—glory be." Here Mr. Horner had to do a little dance of joy. "They call it 'national' commerce. It's no longer the people that handle goods that make up interstate commerce—it's the direct producer only—and many of those producers can get out from under by claiming the goods they ship are not 'substantial' in quantity.

"For all the others, state laws hold—and we all know state laws really favor us. And just *look*, where Federal laws and state laws do not openly conflict, this beautiful bill says the *state* law shall apply. That means unions will have 48 different sets of rules to go by—you may be a free man in one state and a slave in the next.

"I can just see what will happen to state laws. Each state will try to make its labor laws more attractive to employers in an attempt to attract industry. We can take our pick of open-shop states!

"There are lots more plums in that there pie—but I'm full right now," breathed Mr. Horner. "All I can say is, what *good* boys are Ball, Burton, and Hatch."

April 25, 1945

U. S. Department of Labor
WOMEN'S BUREAU
Washington 25, D. C.

For immediate release

Striking wartime gains in the number and importance of women in trade unions, and the unions' stake in solution of their postwar problems were underscored at a conference (April 18-20) in Washington, D. C. Called by Frieda S. Miller, director of the Women's Bureau, U. S. Department of Labor, the conference was attended by 31 women labor leaders in 23 international unions (AFL, CIO, and independent unions), the AFL and CIO headquarters, and the National Women's Trade Union League, representing altogether about three million women.

A resolution adopted stated that: "The contributions of women in every phase of our war effort have been recognized and have won for them a new role in our economy. They have willingly sacrificed long-established essential standards in order to make their full contribution to the war effort. The objectives of the Nation in the postwar period are to achieve an economy of full production and full employment. To attain these objectives it is recognized by labor, management, and Government that the standards of living of the whole people must be sharply raised. Fitting women into this program is the responsibility of our whole Nation and of women in particular."

In the legislative field, the principal recommendations called for:

1. Curtailment, as soon as the emergency permits, of relaxation of labor standards to which the labor unions have wholeheartedly acceded in order to get maximum production during the war period.

2. Improvement both in State labor standards which prior to the war had reached varying stages of development in different sections of the country, and in Federal standards which also have not attained optimum development.

3. Effective administration of labor laws by well-organized departments of labor with adequate funds, staff, and progressive policies.

On the non-legislative side, recommendations urged:

1. Development of means for raising wage standards in all woman-employing fields and the formation of policies designed to utilize women's fullest skills and to improve their status generally.

2. Provision of more adequate counseling and training facilities through the United States Employment Service.

The women trade unionists also requested special cooperation from the Women's Bureau to implement these objectives, and recommended a continuing committee of union women to consult with the Bureau on technical matters as related to union interests, preparation of essential information, and effective procedures.

In opening the conference Miss Miller said: "Some of you are working for the first time in this kind of joint enterprise. I hope by this means to get a free exchange of experiences, opinions, and information to enable us to piece together a helpful mosaic of the best methods and techniques for meeting the needs of women workers, both organized and unorganized, in war and peace. Also we welcome suggestions as to the kinds of materials that the Women's Bureau could furnish to further such a program.

"One of the major concerns of the Bureau,as with your own groups, is to prevent at the end of this war a return to the old difficulties and prejudices that after World War I stood in the way of adequate training and placement of women. Such stumbling blocks impeded for many years the utilization of women's potential and growing skills and experiences as well as their participation both in the organized labor movement and in community affairs.

"The progress in employment status, standards, and skills gained by women as a result of their magnificent response in our present work-to-win drive should not be allowed to slip at the close of the war."

A recurring theme at the conference was that unions feel that union protection and benefits are not only a woman's problem but one related to safeguarding the interests of all workers.

Chief topics of discussion were sound seniority systems, upgrading on the job, rate for the job, and good working and living conditions and standards.

Union responsibilities for women's special concerns and the companion picture of women's responsibilities for participation in union activities were high-lighted.

Illustrative of encouraging trends for women trade unionists and also of the need for their greater advance in unions where they had little if any prewar membership or status, were the findings presented at the conference from a Women's Bureau survey of local unions in midwestern war plants:

For example, the 81 AFL and CIO locals included reported 75,000 women members in the total membership of 200,000. In one-third of these unions women comprised one-half or more of the total membership. In over half of the locals, women have become members since the war began. In 63 percent, women have been on production only since the war.

Efforts by unions to break down discriminatory practices have brought some significant results, the study reveals. A large number of union contracts now have equal-pay provisions. In over half of the locals surveyed women hold office. In four-fifths of the contracts women have the same seniority rights as men. It is significant, too, that in unions where women are members of bargaining, grievance, and shop committees, very few had separate male and female seniority provisions in the union contract.

The 31 delegates attending the conference came from unions connected with war production and from those in which women have for years been a large and influential part of the membership. The group reflected a variety of regional interests, coming from Boston, Chicago, Detroit, Indianapolis, Jersey City, Lawrence (Mass.), Milwaukee, Newark, New York City, Philadelphia, Pittsburgh, Reading (Pa.), Sioux City (Iowa), St. Louis, Wilmington (N. C.).

These women leaders belong to unions in the following industries: Automobile, aircraft, bakery and confectionery, bookbinding, chemical, electrical, farm equipment, food, garment, glove, hosiery, hats and millinery, hotel and restaurant, laundry, packing-house, retail and wholesale trade, shipbuilding, shoe, steel, telephone, textile, tobacco; also to unions of railway and steamship clerks, and of office and professional workers.

Women comprise about one-third of the total membership of the larger international unions represented at the conference for which data on number of women members were available. Of all these unions, the International Ladies' Garment Workers (AFL) is estimated to have the highest proportion of women, or three-fourths of its membership.

Though the United Automobile, Aircraft, and Agricultural Implement Workers (CIO) estimates women to constitute not quite a third of its whole membership of 1,100,000, the women total about 350,000—a larger number than in any other union.

The next largest number of women was reported for the United Electrical, Radio, and Machine Workers (CIO), in which the 280,000 women are 40 percent of the total 700,000 workers.

Important in the line-up of the estimated proportions of women are: United Textile Workers (AFL), with over three-fifths of its membership women; Amalgamated Clothing Workers (CIO), and Food and Tobacco Workers (CIO), each with women forming about a half; followed by the Bakery and Confectionery Workers (AFL), and the National Federation of Telephone Workers with the proportion of women falling between 44 and 49 percent; the Textile Workers Union (CIO) (including hosiery), with women constituting around two-fifths.

Women account for a fourth of the members in the United Packinghouse Workers (CIO), over a fifth of the United Farm Equipment and Metal Workers (CIO) membership, 12 percent in the United Steelworkers (CIO), and a tenth in the International Brotherhood of Electrical Workers (AFL), and in the International Union of Marine and Shipbuilding Workers (CIO).

Women Union Leaders Speak

U. S. Women's Bureau
Union Conference

April 18-19, 1945
U. S. DEPARTMENT OF LABOR
Washington, D. C.

CONFERENCE OF

TRADE UNION WOMEN AND WOMEN'S BUREAU, U. S. DEPARTMENT OF LABOR

on

WAR AND POSTWAR PROBLEMS OF WOMEN WORKERS

April 19-20, 1945

Washington, D. C.

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Report on

CONFERENCE OF TRADE UNION WOMEN AND WOMEN'S BUREAU
U. S. DEPARTMENT OF LABOR

April 19-20, 1945, Washington, D. C.

This is a report on the resolution, recommendations, and information that came out of a conference with women representatives of unions having a large number of women members which was called by the Women's Bureau to discuss war and postwar problems of women workers.

The resolution called attention to the objectives of the postwar period - full production, full employment - and to action needed in both legislative and nonlegislative fields to equalize opportunities for employment and to establish good working conditions.

The various recommendations refer (1) to aid the Women's Bureau can give in helping to re-establish pre-war legislation, and to improve and extend it; (2) to the Women's Bureau program on behalf of union women; and (3) to action the unions themselves can take in helping women members.

The information contributed by the delegates will be treated by topics as it is believed it will be more useful to the unions in this form. Since the conference was primarily a meeting for the interchange of ideas and discussion of problems, and for planning rather than action, few matters were submitted to a vote. The resolution and various recommendations will be found on the pages immediately following.

The conference was attended by 31 women labor leaders from 23 international (AFL, CIO, and independent) unions, from AFL and CIO headquarters, and from the National Women's Trade Union League. They represented altogether about 3 million women. Attendance at the conference was limited by Office of Defense Transportation regulations.

A list of the delegates and the unions they represented will be found in the Appendix, as well as a table of estimates, where available, of the number of women in these unions.

I. RESOLUTION

The contributions of women in every phase of our war effort have been recognized and have won for them a new role in our economy. They have willingly sacrificed long-established essential standards in order to make their full contribution to the war effort.

The objectives of the nation in the postwar period are to achieve an economy of full production and full employment. To attain these objectives, labor, management and government recognize that the standards of living of the whole people must be sharply raised. Fitting women into this program is the responsibility of our whole nation and of women in particular. This will require as part of our peacetime economy:

1. Curtailment, as soon as the emergency permits, of relaxation of labor standards to which the labor unions wholeheartedly acceded in order to get maximum production during the war period.

2. Improvement both in State labor standards which prior to the war had reached varying stages of development in different sections of the country, and in Federal standards which also have not attained optimum development.

3. Effective administration of labor laws by well-organized departments of labor, with adequate funds, staff, and progressive policies.

4. Development of means for raising wage standards in all women-employing fields and the formation of policies designed to utilize women's fullest skills and to improve their status generally.

5. Provision of more adequate counseling and training facilities through the United States Employment Service.

This conference of trade union women commends the Women's Bureau of the Department of Labor for the excellent work it has always done in promoting the welfare of working women and for the timely calling of this important conference and feels that the expansion of the activities of this Bureau is essential to the protection of working women in the postwar period.

II. RECOMMENDATIONS

1. RECOMMENDATIONS ON WOMEN'S BUREAU PROGRAM FOR COOPERATION WITH UNION WOMEN

At various points in the discussion, the delegates recommended that the Women's Bureau program of cooperation with union women include:

A. Continued production of a body of useful information--informal, popular, brief publications on wage rates and earnings and on job opportunities (calling attention to the need for training and for development of training facilities), and a special leaflet, oriented toward women, on such Federal laws affecting women as the Social Security Act, National Labor Relations Act, and Fair Labor Standards Act.

B. Further distribution of Women's Bureau published material among unions, by:

(1) Asking international and national unions to designate each a woman leader to be responsible for distributing materials to women union members, shop stewards, international representatives, and others to whom it will be useful.

(2) Sending to the list of women so designated its published materials, including surveys and technical reports, together with releases for use in union newspapers; pamphlets for use as reprints, in handbills, and in the news columns or women's page of newspapers; and special material, such as posters, maps, charts, etc., for specific uses, as at conferences or in work shops.

(3) Sending proof of the leaflet on Federal laws to union women for suggestions on how it might be made more useful; determining whether responses to such requests can be obtained without delay to publication.

(4) Adding labor papers and journals to the Women's Bureau mailing list and sending them news releases especially oriented toward labor.

C. Support of development of information channels in communities, toward securing cooperative efforts in improving and extending community services for women workers.

D. Establishing, as a continuing committee of the present conference, an Advisory Committee of 10 or 12 women trade unionists to confer with the Bureau on its program for cooperation with union women:

The Bureau will consult with women trade unionists and AFL and CIO national officials on the composition of the Committee and will take into account appropriate geographic and occupational representation on it.

The Committee will meet periodically. Its agendas should cover the broad questions of concern to union women on which the Women's Bureau can be of help in getting and interpreting information.

Discussion of the way in which the committee would function raised the question of costs and of providing necessary funds for the Bureau.

2. RECOMMENDATIONS ON WOMEN'S BUREAU AID IN REESTABLISHING, IMPROVING AND EXTENDING PRE-WAR LEGISLATION

The Women's Bureau is asked to aid in reestablishing pre-war labor legislation and in improving and extending it by:

A. Furnishing data to minimum wage boards and assisting union members who serve on wage boards.

B. Drafting model bills setting labor standards; including unions on the Bureau's mailing list so that the drafts will have a wider distribution, which in turn will be an aid in securing greater conformity in labor legislation.

C. Assisting on preparation of briefs when labor laws affecting women are challenged.

D. Writing to the head of the labor department of every State that has a minimum-wage law, to express the opinion of this conference on the importance of--

Extending the coverage of minimum-wage laws.

Reviewing existing wage orders, to bring them up to present wage levels.

3. UNION ACTION SUGGESTED

Union policy on and methods of meeting problems of women members during the war years was discussed and questions raised on the direction union action might take to preserve for women their wartime gains.

There was general agreement that a program of education for women members along the following lines would be valuable:

A. Developing an understanding of grievance machinery procedure so that women will use it to put up a fight to eliminate discrimination against women wherever it exists.

B. Explaining the seniority principle in relation to equal opportunity for jobs when lay-offs come.

C. Showing the need for standards of working conditions, and especially making clear the undesirability of working long hours simply to earn more money and that long hours and too-short lunch periods are detrimental to health.

D. Developing union programs in order to increase women's confidence in themselves through experience, so that they will take increased responsibility in union affairs.

Several delegates proposed for labor in general a program to show that women are not just a temporary wartime group but that their place in the total employment picture is permanent. Such a program also would stress the establishment of non-discriminatory policies. It was also felt there should be a wider appreciation of the jobs people in the low-paying industries are doing.

In respect to legislation, it was suggested that unions in each State can give active assistance in pushing for minimum-wage laws, in asking for wider application of such laws, and in requesting the reconvening of minimum-wage boards to raise rates already set. The factory inspection laws, it was agreed, would be strengthened if they were made mandatory.

Attention was called to the lack of food services in plants during wartime and the poor quality of the food, and the point was made that while this concerns men as well as women, women as homemakers have a special interest in pushing for union action to get better facilities and menus.

It was suggested that unions might secure further safeguards for women granted maternity leave, including pay during this period. Some locals, it was also pointed out, are working to remove discriminatory interpretations of those unemployment compensation laws that assume a pregnant woman can't work and is therefore not available for employment or entitled to compensation.

Considerable stress was laid on developing closer relationships between unions and community agencies having to do with community services for employed women. It was suggested that joint action with other groups in the community is effective in securing such services, and that union representation on welfare committees is beneficial not only to the community but to union members.

Emphasis was put on holding wartime gains in public sentiment against discrimination and on building up this sentiment in all communities. If a survey of women on postwar needs can or has been made, it will show the community that jobs for them are necessary, not only because women want to but because they must work. Agencies in the community, including the U. S. Employment Service, should be reached.

It was said, in summarizing, that unions should in every way possible better their policies with respect to no-discrimination toward women members, in order to secure the full support of women needed to preserve and strengthen the union. If this is not done, women will leave the union now and "will be the scabs of the future."

One delegate remarked that although her local did have some trouble in encouraging girls to belong to a union, the girls after they got interested, became staunch union members and participated fully in the work of the union.

It was pointed out that many women are going to lose their war jobs because they were the last hired and have not accumulated enough seniority. They will seek employment in service industries or trade. If the union to which they have belonged during the war period has done a good educational job, and women have had the experience of equal rights and privileges in the union and have served as committee members and officers, then they will be active in supporting union policies and be a most effective force in hastening union organization in the employment fields to which they go.

III. DISCUSSION

1. Seniority and Job Opportunities for Women
2. Wage Problems
3. Working Conditions
4. Women's Participation in Unions
5. Community Problems
6. Legislative Standards

1. SENIORITY AND JOB OPPORTUNITIES FOR WOMEN

Seniority

Questions of seniority face both men and women; it is a problem of employment, and there should be no chance given women's seniority to develop separately from men's. Opinion was emphatic that in order to gain women a position equal with men's, union contracts, in addition to general seniority clauses which apply to men and women alike, should contain a general no-discrimination clause. Seniority provisions should not refer to women only, since both men and women are affected alike, and it should not be assumed that women will be the first to go when lay-offs are ordered.

It was generally agreed that anything published by the Women's Bureau on the subject should point clearly to where discriminatory seniority practices exist, describe them, and indicate how they can be eliminated.

Discussion also brought out the variety of seniority plans in effect, and it was agreed there could be no blanket seniority rule for all types of employment. Seniority may be by division, department, plant wide, etc.; seniority differs among unions and within a union. One industry calls for a different type of seniority than another; in some it isn't feasible, from the production point of view, to have plant-wide seniority, because an unskilled worker cannot be transferred to a highly skilled department such as the toolroom; practices in clothing plants would not be applicable to automobile plants; those in a radio plant would differ from those in a machine-building plant; and a meat-packing plant would have something entirely different again.

A combination seniority and share-the-work plan operates in some locals:

> A delegate said that one contract has a clause which states there shall be no reduction of the total number of hours worked before 40, until such time as all employees hired from the date of the Selective Service Act have been laid off, and at that point the workweek is reduced to 32 hours; so that there is here a combination of seniority and division of work among the total group of employees.
>
> One delegate described the two kinds of seniority clauses now operating in her long-established union. One is known as "equal distribution of work," but if the workweek becomes less than 32 hours, then the new employee is to be laid off.

Several delegates stated that they considered seniority policies a development among the newer unions; in their older established unions the share-the-work policy operates:

> A delegate from a union in one of the older trades in industry explained that in her particular organization the policy of giving every worker the right to his job has existed for many years, i. e., every one takes his day off if there is a temporary lay-off. For if work is there to be done, and there is no general lay-off, every member has the same right to have work as an older member; even the apprentices are included in this policy.
>
> One delegate from a civilian industry said that in her industry the job is shared through periods of seasonal unemployment; equal division of work is provided for in all of the international union contracts. She also explained that there will be no problem of seniority when the service men come back since the real problem is that they do not have enough workers at present. Another delegate expressed the same opinion, saying that although there is a shortage of materials now and not enough work, this will not be the case after the war.

Concern over difficulties when lay-offs and cut-backs come was expressed by several delegates, and the attack already under way against the seniority principle was described by others. How unions have faced the problem of protecting women through the seniority principle is told in the following:

> The delegate of one international which has a large proportion of women said that the national officers are completely united on the principle now embodied in the constitution which provides that there shall be no discrimination because of sex. The women did not try to sell equal seniority rights on the ground of social progress but simply said, "If men are now going to tell the women members that when cutbacks and lay-offs come, this will be at the expense of the women, the women will say, "we want to leave the union now." The men were told that the very basis of keeping a strong union and improving everybody's status, giving better working conditions to the men and giving them better wages so that their wives can quit their jobs to raise a family if they want to, is to keep the full support of women members now in the union, and the men could not keep that unless the women were given every protection given men in the contract. It was from the angle of preserving and strengthening the union that a movement to write a special clause barring women from some of the benefits was defeated. The fundamental question was the good of the union, a man's and woman's right together.
>
> In a civilian manufacturing industry, according to its delegate, the merit of equal seniority for men and women is argued on the basis that years ago there were very few women in the industry, women were hired in greater numbers because they worked cheaper, so that men do not have the jobs now that they once had. If men want to protect their jobs, they must consider the situation from the point of view of protecting everybody on the job, and "everybody" means men and women. This is a better way to educate the men than to tell them a woman has the right to work. If these skilled workers, these women who during the war had opportunities such as they never had before to learn new operations, are not taken care of by the unions on a straight seniority basis, they "will be the scabs of the future."
>
> A delegate from an industry wholly converted to war needs stated that some firms had already come out saying they didn't want any women, and some too wanted to throw out seniority rights of all workers employed since the National Service Act went into effect. It is understanding and enforcement of the seniority clause by the shop stewards and the committee men and committee woman that is important in bringing full protection to women workers.
>
> In the civilian manufacturing industry she represents, one delegate stated, during the last war women went into the plants and took on a far greater load than the men would take on and for far less pay. When the men returned, they had no jobs to go to. In the years that followed, the union succeeded in getting straight seniority clauses and classifications of seniority written into their contracts, so that both men and women have been protected in their jobs. Now the plants are operating at an abnormal capacity, and the union saw danger ahead. If all present

employees were to share the work available after the war, for months at a time there would be work only 1 or 2 days a week. So a survey was made to find out what the employment picture for both men and women was prior to the war. The 65 percent of present employees found to have been employed before the war are regarded as regular employees, the 35 percent employed since, as "surplus." A list of all present employees is made part of the contract. No new people are to be employed until the 35-percent group has been reemployed. Employees laid off by one department shall be the first to be absorbed by a department that needs more workers. When lay-offs come, the last one taken on is the first to go, and on rehiring the last one laid off is the first to come back.

Another delegate stressed the fact that seniority is the "backbone" of the particular department she represents in her union and is a main factor governing the selection of hours worked and vacations.

Another delegate described the problem arising in a local when over a hundred women were laid off because their department was discontinued. The women had more seniority than some of the men in other departments. The company put it up to the union: if the men would give up their light jobs so the women could have them because of seniority, it would be all right with the company, but if the men gave up their jobs it would mean their taking heavier work at less pay.

Some delegates expressed a need among union women for more educational work on the seniority principle and its relation to full employment:

A delegate representing a union having a large woman-membership said that one of their main problems was to get the women themselves to put up a fight for their seniority.

A delegate from a war industry using women for the first time described the problem a local union faced when several hundred women were laid off and immediately resented the whole policy of seniority. The union got them together for a full discussion on lay-offs and explanation of the whole program aimed at full employment.

Another kind of situation exists in some locals in which married women are laid off first because the company has that type of seniority clause. Therefore marital status is now being included along with sex, color, and national origin, in the discussion of the no-discrimination principle in seniority.

In one instance in which marital status was the basis for lay-offs, said a delegate, there was, of course, division among the women themselves, the single against the married. The local union finally voted to eliminate the clause from the contract.

A delegate from a union in a civilian industry brought up the point that no matter how good the seniority clause in a contract, without full production the seniority principle will not be workable; what it is trying to accomplish, can't be, because there won't be enough jobs to go round.

Several delegates described the position their unions are taking in regard to veterans in order to get administration of seniority for both civilians and veterans. It was pointed out that women workers who say easily they will give up their jobs to veterans should think through and understand the problem and what effect what they say has on job opportunities for women, as so many other women have to stay in the labor market and will need jobs.

Job Opportunities and Need to Work

The greatly increased number and types of jobs women have learned to do during the war was discussed. One delegate asked that investigation be made and data compiled on what jobs women can do and on what others can be converted so that a woman can do then.

> In an industry using more women in the war period than expected, said its delegate, the union doesn't differentiate between women and men; the war experience has proven that women are capable of filling all jobs with very minimum alterations in machines or in plant facilities.
>
> In a transportation field long organized, its delegate said, women are scattered around in all kinds of jobs. Over 50 percent of the jobs were held by women before the war, and now even more. There are so few jobs women have refused to take on. Since the war women have gone on jobs which they wouldn't have taken before, but they have now, to help out in the war effort. The company makes no effort to keep women off those jobs. In past years there were instances when the company has said that certain jobs would be filled only by men, but that was always taken up by the union with the result that a woman has been given the right to perform the work if she cared for it.
>
> A delegate from a war industry told of management's attitude when the seniority clause was invoked and lay-offs were being planned; "This is not a woman's job, she can't do it." In several instances women were put on male jobs, didn't like then, went to management with the union and succeeded in doing the job in an entirely different way in which it was all right for women to do it. The experience in breaking down jobs during the war is one which is significant and must be extended.

A delegate from a civilian food industry said that the grievance committee determines who shall take the new type of job introduced into the plant and who shall be promoted. Provisions for this are incorporated in the union contract.

One delegate described the distinct difference which has always existed between man's and woman's work in her industry. A recent survey showed that very few women had taken men's jobs in that industry. In some instances women have taken over men's jobs except for the lifting which is heavy.

Another delegate said there were many jobs in her civilian industry that women can't do and that they wouldn't do even if they had an opportunity to do them.

Delegates from two international unions reported on surveys of women members to ascertain their need to work.

In one shipyard, 98 percent of the women want to continue working in shipyards or at least continue working in those skills which they have been able to pick up there. Many of them worked in service industries before the war. This survey was undertaken as a result of the lay-off of 200 women, to show, first of all the men in the union, and second the community, that it is not only because women want to work but because it is necessary for them to work in the postwar period that plans have to be found to accomplish this. This survey will be put to concrete use in newspaper items and stories and in contacting various employers in the area and will be sent to organizations and governmental agencies, so that an atmosphere will be created in which people will be willing and ready to hire women in the postwar period. The delegate said a real program of education was necessary and then a real program of action.

A survey of women workers in one manufacturing industry in New York State showed that 82 percent of the women (married and single) expect to continue working. Of those in up-State New York who hope to continue working, 91 percent reported they must work in order to support themselves or others. Both union and non-union women were interviewed as to age, marital status, etc. The interviews each took from half an hour to an hour and included discussion of the workers' family problems, their postwar prospects, the kind of job they were doing, whether they had any one in the service, the number of children under 16 and those over 16.

The following individual cases were described to illustrate women's need of work and fear of being expelled from industry.

A 44-year old woman is the chief support of a family; her husband is too ill to work, the only other contributor to the household is a young daughter. "I am dependent on just what I make. The bank account isn't any more. I think it is an awful thing for a woman to take on all the responsibilities of taking care of a family and having to work. It puts the fear of the devil in you when you hear of big lay-offs."

> A Schenectady woman, the major support of two aunts, said, "When I used to work for the fun of it, I liked it. Now I feel it is a deadly grind. I hate to miss a job because I have nothing to fall back on."

> The mother of 2 teen-age boys said, "If I can stand it I want to work. I would like to send the kids through school. The extra money helps make it easier for the children than us. It keeps them from going wrong because of lack of money."

Concern was expressed by a number of delegates over some employer and U. S. Employment Service hiring policies.

> One delegate said that when women go to the U. S. Employment Office in her area, they are told, "No, these jobs are for men; women can't do them."

Several delegates mentioned the general discrimination against hiring Negroes. One delegate discussed the real and serious problem of getting no-discrimination clauses into contracts in her industry where the Negro workers finally "broke through" during this war period and had done a magnificent job, and the union wanted to keep them in the industry. It was also brought out that there was need for educational campaigns to build a no-discrimination sentiment in all communities. Emphasized particularly was the need to hold wartime gains and to secure free entrance for Negroes into civilian industries now and in the postwar period.

2. WAGE PROBLEMS

The Rate for the Job

The rate for the job, regardless of sex, is an established policy in most of the large newer unions, as well as in some of the longer established ones. In the latter, delegates pointed out, at one time, years ago, there were different rates for women but the men finally woke up to the fact that if women were going to get lower rates they would take jobs away from men when the market became glutted with labor.

> One delegate said that in her union equal pay is the rule. If the women do the men's work, they are transferred into the men's organizations immediately.

Some delegates said that even with the principle of the rate for the job established in the contract, large numbers of women make less than the men simply because women work on jobs historically women's or in separate women's departments where rates are traditionally lower.

> One delegate said she wanted to know why a woman who sits and packs should be paid 20 to 25 cents less than a man who sweeps the floor.

Delegates from unions in two widely different industries told of the progress made in reducing the gap between men's and women's rates:

> In a manufacturing industry where union organization is fairly new, one said, equal entrance rates are not the general practice, but the gap is closing slowly, and in some cases the rate has come very close to being the same for men and women. In plants operated by one of the largest firms in the industry the union this year succeeded finally in raising the starting rate for women to that of men.

> In a service industry long known as largely woman-employing, the other delegate said, there is still quite a differential in rates of pay although progress has been made in increasing women's rates and reducing the gap.

Several delegates commented on evasions of the rate-for-the-job principle:

> Where women are on an hourly-rate basis plus incentive, and men in the same department on piece rates make more money, the equal pay principle is evaded. Also, in this civilian manufacturing industry the training period, when no incentive is paid, is longer for women than for men.

> In a union where women were being used for the first time, there wasn't a problem of equal entrance rates, or of special women's jobs, or of technically equal pay for equal work, because the employers agreed to what the union proposed. However, the companies refused to place women in skilled jobs even though they had had previous training or experience on work of the same kind in other places. The women were also put on the lowest paying jobs when they came in.

A delegate from a service industry that has always used chiefly women workers said that, in spite of many years of union organization in the industry, ways are found of getting around equal pay even though a contract provides for it. She specifically mentioned a department where men and women work side by side.

One delegate said that while women do the same work and their production is higher than the men's, the company holds that the women can't be given the same rate of pay because the women in the same work could not pull a loaded truck out. The War Labor Board has supported this viewpoint. (The largest companies in this industry are fighting "equal pay" strenuously.) However, some of the cases were settled through arbitration with the result that equal pay was obtained for the women, the union attitude being that the actual amount of product put out is the same for women as for men, and that if a man has to pull a truck out, naturally he should do it in preference to the women.

Still other delegates reported on how the equal-pay problem is being met:

Another delegate, from an industry in which women have always constituted a good proportion of the workers and into which many more have come during the war period, described the 3 ways in which the problems of "rate for the job" were being met: All the major contracts in her international union today have "euql pay" clauses. Action on historical rate differentials in all the big companies was started even before the war by negotiations to get larger increases for women than for men. In this way progress was made toward closing the gap. Now under War Labor Board policy it is not possible to close the gap entirely, and for those women on jobs historically women's who did not shift over to men's jobs during the war, the differential continues. — Another way in which the problem was met, in plants having separate men's and women's rates of pay, was to put a clause in contracts stating that any job which before Pearl Harbor was a male job, had to retain its male rate regardless of sex of the operator. When employers had to break down a job because it was impossible to get skilled workers, men or women, the union and shop steward were on guard to see that it was broken down as though a man were going to perform it. — The final big job, said the delegate, before women receive the top rate for the job to which they are assigned, is trying to get equal entrance rates, which affect the whole progression rate carrying automatic increases.

Another delegate from an international union, whose woman membership has grown tremendously during the war years, said the official policy of the union's executive board is that job classifications by sex be abolished. In a number of plants jobs had been classified by sex, and in some instances they still are. She mentioned a case settled recently in which the umpire decided the timekeepers had been discriminated against because they were women, for no woman had gotten a top rate. Women have had great difficulty in securing a top rate for the job; they have not received the merit increases coming to them.

Method of Pay and Upgrading

Information on method of pay indicated that many industries are on hourly rates with no incentive pay.

However, a guaranteed hourly rate with an incentive was reported by one delegate from a large international union. This is not considered piece work because the incentive is based on the guaranteed minimum hourly rate.

Discussion brought out the fact that even though "equal pay" may be in effect, women still are discriminated against in the matter of earnings; they do not have opportunities at jobs that pay more money.

A delegate from a war industry reported that even though the union has agreed to the principle of equal pay, women in some instances are started at the beginning wage and kept there, while men doing the same work are upgraded in the department.

> Another instance of the problem of upgrading came from a delegate from another war-industry union. Here there was real hesitancy on the part of the companies to upgrade women who, when they came into the plant, were put on at the lowest rate. The union took every one of the cases straight through to arbitration. In some instances the women were able to reach the highest rates, but that had just been accomplished recently. Now a new problem has arisen. Just as the women reached the high rates and had received them for about a month, cut-backs took place and the women, last to reach the top, were the first to be cut back, from a top rate of $1.20 to the lowest rate of 80½ cents.

Problem of Low Wages

The problem of low wages in clerical work, in manufacturing, trade, and service was discussed, in general, and also in relation to State minimum-wage rates, and the proposed amendment to the Wage-Hour Act that would establish a 65-cent minimum:

> The delegate from an office workers' union said that millions of women in the white collar and professional fields have salaries

so low that their basic problem is their standard of living; they go hungry. The average wage of white collar workers, the bulk of whom are women, is $28 a week. It is not enough to live on. These women are unorganized but it isn't enough to say, "they have to join unions," in order to solve their problem, because they are not going to join fast enough. The problem of millions of women earning so little money should be called to public attention, particularly with some facts and figures to emphasize the problem. It is not good for any one section of the economy to be unhealthy. It is a common problem for all.

The delegate from a food and tobacco international union remarked that the very low wage people in industry are largely women. In canneries and tobacco plants the bulk of the people, most of them women, are getting less than 65 cents an hour -- the minimum proposed in the bill now before Congress. She feels that the postwar period offers a tremendous opportunity to take another great step forward in smashing the worst wage conditions in industry and bringing to light the whole gamut of industries that are low-wage-paying and large women-employing industries--the two go together.

A delegate from a hosiery workers' union commented on the low minimum wages in certain sections of the country which are the result of the wage brackets set by the War Labor Board. A decent minimum throughout the country is necessary. Competition within an industry between plants in different sections of the country, perhaps 100 percent organized in one section but not organized at all in another, means union wages suffer because of the low wages paid in the unorganized section.

Job evaluation on an industry-wide basis is planned by one international union in connection with its fight for wage stabilization, so that a drill press operator will be paid the same rate in Detroit as in Dallas.

The delegate from a hotel and restaurant workers' union spoke of the low minimum-wage rates in New York State established for service industries by a minimum-wage board in 1940. At that time the rate set was good compared to what had been earned previously, but the minimum rates are far below what today is considered a good standard. . In 1940 the rate set was 33 cents an hour. Before, $7 to $11 was paid for full-time work. Today the union has succeeded in getting many, many increases, but the fact remains that the minimum-wage board rate is still 33 cents.

A delegate from a retail and wholesale employees' union, representing members employed in selling, said their salaries had been very low and the Little Steel formula wasn't sufficient to help meet the cost of living. They want legislative action to bring their salaries up to the going rate that is being paid in other types of work.

Another delegate discussed the need for an educational program for all unions that will give a greater appreciation of the jobs the people in the low-paying industries are doing. Some evaluation of jobs was suggested, to analyze what it means and what it takes, in skills and experience, to be for instance, a good clerk in a store, and to get a comparison of requirements for retail trade, office and professional workers with requirements for factory workers such as drill press operators.

The suggestion was made that the conference ask the Women's Bureau to tell the National War Labor Board how the delegates feel about the wage brackets, or "tested and going rates," set up in all sections of the country which were based on rates in unorganized as well as organized plants, which resulted in rates lower than the "going" or union rates always used before, and which will be used by many employers into the postwar period. While there was agreement on the vicious effects of this governmental policy, several delegates expressed the opinion that this was not a matter within the province of the Women's Bureau. When another suggestion was made that after the conference was over the delegates convene to draw up a statement to be sent by them to the War Labor Board, it was pointed out that every international union is already on record in regard to this, and one delegate said she would have to consult her international union before signing any such statement.

3. WORKING CONDITIONS

A question about problems of working conditions brought the following comments:

Rest Periods. The delegate from a shipyard union asked for information on rest periods, because even in places where companies were already giving rest periods as a regular practice, when that was put into the contract, and it went to the War Labor Board, the Board said that would create special women's jobs and would require separate rates, so it was taken out.

The delegate representing the packing-house workers stated that ever since the union had had its contracts in the organized plants in the industry, rest periods have been included and are in effect at present.

A delegate from an automobile union believes that rest periods should not be asked for women alone, but for all workers; at present a recommendation is before the executive board that calls for two 15-minute rest periods at the regular rate of pay. It was also pointed out by the delegate that this subject of rest periods is a good illustration of how standards for all workers are being raised as a result of the increased employment of women; that until the women got together to talk about some of these things there had never been any recommendations to the international union along this line. The delegate said men on the staff came to her continually for information to build up a case, both when negotiating with the employer and when preparing material for the War Labor Board. In one plant where the case involved rest periods the union took the position rest periods should apply to men too, and the union won its case.

Seats. A delegate from an office workers' union said that her union made no bones about the fact that there are certain things women need that men don't — seats, for example.

A delegate from the meat packing industry reported that in one large firm having a number of plants, the union has been able to get chairs for women while they are doing their work, but with other large companies they haven't made much progress. Even where the labor law states there should be chairs for women on certain operations, management will tell the inspector when he comes along "it wouldn't be right for this woman to have a chair because she couldn't do her work as well," or "it wouldn't be possible to put a chair there."

Food Services. A delegate from the automobile industry expressed the opinion that management, particularly in some of the large corporations, has been most unwilling to do anything about setting up cafeterias or mobile units so that there will be adequate in-plant food facilities. At some plants the cafeteria is 5 miles from where the workers are employed; in others, there are cafeterias where the personnel employees can eat but not the production staff. Food served by concessions is extremely unsatisfactory; cases of food poisoning have been reported. The delegate said that while this problem concerns both men and women, in many local unions it is a matter around which interest among the women can be built, and it is a problem women should give special consideration to.

More criticism was made of food services furnished by concessions than those under plant management. Discussion brought out that employees handling food are sometimes organized in the local plant union and sometimes into the separate industry union.

Maternity Policies

Delegates from the following unions described maternity policies in effect:

Packinghouse Workers (CIO) - A woman is allowed 1 year's time from the time she leaves her job until she comes back to work without losing her seniority rights; however, she must be back within the year. In most instances we have group insurance which takes care of the lying-in time. However, some of our contracts provide weekly payment for a 13-week period.

Electrical Workers (CIO) - Seniority for a year is in our maternity clauses but I think our next step is "can we get some pay during that period."

Clothing Workers (CIO) - In the Amalgamated insurance plan, there is both a hospitalization plan and payment for maternity care, $5 a day for 31 days in the hospital, $25 for incidentals, and $50 for delivery fee. This is provided in contracts for the entire clothing industry, and at least health and life insurance provisions are in contracts in the cotton garment industry. For illness, there is pay for a certain stipulated number of weeks but maternity isn't included.

Hotel & Restaurant Workers (AFL) - Our insurance plan includes maternity benefits.

Farm Equipment Workers (CIO) - There is 1 year leave of absence for maternity provided in our contracts. In only one shop is there a plan providing pay for this time, and this was incorporated in the contract, $10 a week for 15 weeks. One of the points the company used against it was that this would be taken away from management. The most interesting development is that maternity leave in unorganized shops is being presented to women as a benefit given by the employer. In Chicago, where this clause is fairly common in union contracts, in unorganized shops employers have had to adopt the same policy. I think we can say we had a lot to do with its spreading into the unorganized shops.

Textile Workers (AFL) - One of our locals started a medical plan with a local doctor when the employer was not willing to accept a plan as part of the contract. The local itself pays the doctor a certain sum each year to take care of its members and members' families. When the employer was convinced that it could work at not too great a cost, the medical plan was negotiated in the contract. It includes sick, accident, hospitalization and maternity benefits and has been extended to include death-benefit payments to the family. In some of the larger plants and even small plants throughout the country, the recognized leave of absence for any cause, including maternity, was a year and a day. Now, however, we find our women themselves fighting against an extended leave of absence for maternity, because younger women who are unemployed take the attitude that, in order to get jobs, they will shorten the leave of absence. This shorter leave has been made a part of our national contract. It is in more local contracts in the woolen and worsted than in other parts of the textile industry.

The endeavor of some locals to get provisions of unemployment compensation laws changed, so that a woman who is pregnant but still able to work will be entitled to her compensation, is another phase of the maternity policies problem.

Discussion developed around the fact that there are distinctly discriminatory interpretations of the unemployment compensation laws, and in some cases even provisions in the laws themselves, that assume a woman can't work if she is pregnant and therefore is not available for employment. However, the fact is that not only are many of them available but many of them actually do work.

General. The delegate from a shipyard union told of the differences among yards in the matter of women's working conditions. In one instance, the union found, it wasn't too much of a problem getting some things put in for women because they organized immediately, set up an effective women's committee, and were able to meet with the company and see that regulations went into effect. In another instance, however, women were not organized until two years after they had come on the job, and then they brought pressure to correct the things overlooked--no soap in any of the washrooms, no safety equipment such as shoes or gloves or any of the things that are required. Other things that might be accomplished are held up now because of cut-backs and the expectation that women will be the first to leave--such things as a full-time doctor (now there is a doctor available only 1 hour each day, and there are 1,500 to 2,000 women employed), and more adequate facilities in the rest rooms, more cots or beds. If the women had been organized more quickly, better practices might have prevailed.

There was general discussion on enforcement of labor laws governing working conditions. It was stated that labor laws do not cover white-collar workers in office buildings, and the only facilities provided in such buildings seem to be essentially for the welfare and comfort of the people who visit those buildings. In a few States, it was said, the inspection system is financed by the sum the employer pays for being told whether or not his workplace violates the law, even though the inspector doesn't go in at the request of the employer. One important fundamental thing to work for is mandatory general factory inspection, which means not only a formal provision in the law but effective machinery, including adequate staff, for getting it operating and bringing results.

4. WOMEN'S PARTICIPATION IN UNIONS

In the general discussion on union policy toward women workers and the progress that has been made for women in certain industries through union action, one delegate commented that some unions are further advanced than others and that a union can't go any faster than the most backward group. Another delegate stated that it was important to emphasize and reemphasize the job done by women in the war period, because while the policy of dividing the men and women in unions is not wanted, it is necessary at times to "deal specifically with women's problems in order to get the ball rolling." It was agreed that what is wanted in all union contracts is a clause that says that in all matters pertaining to hiring, upgrading, lay-off, wages, seniority, there shall be no discrimination because of sex, color, creed, national origin. One delegate said that in some industries which are organized the unions vary in effectiveness. Also, many industries are not completely organized yet. Union programs and practices and employers' policies have not developed to the point where it can be said that women's problems have been eliminated.

What happens to women workers in organized plants depends on the shop steward and the union officials seeing that the no-discrimination clause is enforced, taking up a woman's case, and following through with the grievance after it is filed. Another problem is that women don't use the machinery which is established for them, don't themselves fight for their seniority rights.

One delegate expressed the opinion that labor as well as management needs to be educated about women's place in the employment picture. Many women, she said, have come into her industry and because they were forced to take jobs in the open shop part of the industry, for lower rates, were considered a weak element. Even now when they come in on a legitimate basis because no other workers are obtainable, they are considered a temporary element in the labor force and are expected to go back home as soon as the war is over.

A delegate said that if full employment could be counted on for 5 more years she would not be worried about women participating in union affairs and taking responsibility. Another delegate called attention to the lack of confidence women have in themselves, which explains why in many cases they don't take responsibility and don't take the better jobs they are qualified to handle. A broader educational program is necessary in order to instill confidence in them and to enable them to be better prepared.

One delegate described in some detail the policy of her union (in a civilian industry long organized) which imposes leadership. The women do different work than the men do, and even in a department so small as to have only 5 girls in it, a shop steward is appointed. It was first suggested that because women's work in plants in this industry is sectionalized, one general shop steward would be sufficient. But the women argued that only a woman worker in that particular branch of work would be qualified to determine the working conditions for the unit; a woman shop steward can handle the problems better. In New York City, where there are about 650 units, there are 650 shop chairladies. They started out without any training; some of them were reluctant to take such a job. But it is the rule of the union. After a while they learn the ropes although they may not do so well in the beginning. This is sense from a very practical point of view, for this union has a good army of trained union women because the jobs of chairladies are imposed on them.

A delegate from an old established trade union said that in many places women controlled their local unions entirely, conduct their own negotiations, and feel they are capable of running their own organizations.

5. COMMUNITY PROBLEMS

A delegate said that in some centers, to ease the shopping problem of war workers, only those persons who have war-plant badges can shop at the stores which are kept open. She expressed the opinion that it would be necessary to continue to have stores open late one night a week, after the war, for the working women.

Continued day care for children, both nursery and after-school care are asked for.

The stories one hears about children running around town at the age of 8 and 10 is true in smaller communities, one delegate said. A survey in New York State of women workers showed the number who had small children and who did not have them in a nursery of any kind.

Another suggestion was that, provided there were safeguards and standards set up, a labor pool of domestic workers be available at the U. S. Employment Service.

The delegate asking for this said that her union office had had calls from women who work six hours a day and who have 3 or 4 children. "Saturday they wash clothes, Sunday they iron; they never see a movie; the 10-year old takes care of the 6-year old; that is the kind of life our families are leading today."

It was suggested that there be convened in a community, representatives of all groups concerned, not just government groups, to see to it that shopping and child-care services are part of the community program after the war.

A delegate called attention to the Indiana State-wide meeting, of various groups interested in women's economic status, at which community facilities was one of the topics discussed. She emphasized that participation and discussion by everyone at such a meeting are important in getting the direction and cooperation necessary for a community program. Everyone there should have a chance to express her ideas and should be made to feel that her participation and comments are wanted.

The Indiana meeting was described by the Director of the Women's Bureau: Indiana is a State which has very large war centers and where many women have taken jobs who have never worked before. The joint conference was one of various organizations called together because of a common interest in strengthening women's economic position, so that both State legislation and the sentiment of the community will not turn against women and women's chance to work during the reconversion period. It was decided to form a permanent organization whose program will not compete with the already existing programs of the various groups but, rather, will pick up certain items which have been pushed by one organization and not supported by the others only because the others didn't know about it. A continuing committee was appointed which will help local organizations to form a joint committee.

One of the delegates who had attended the Indiana conference emphasized that that group represents various types of organizations and includes women's interests of all kinds. Its program applies to organized and unorganized women, professional women, women in business, in trade, in service fields, in factories.

The Director of the Bureau said that the Women's Bureau would assist in developing similar programs , as far as its resources permit, so that full community participation and resources will be brought together. The Bureau should give backing at one and the same time to development of needed community agencies and to programs that will help solve problems trade union women may bring to the agencies.

A delegate from an automobile workers' union said that her organization had a very effective means, through its union counseling program, of interesting the average union member in community services. Men and women are trained, not as professional social workers, but as liaison people or referral agents on the shop level, to be able to find out quickly what agency, whether private or public, is best equipped to meet a worker's problems. This means that there is a person readily available for workers to consult, for this person is working right along with the other workers in the plant. This had resulted, first, in the union's being able in certain localities to point out several lacks in community services, and secondly, in the union members' increasing awareness of the importance of establishing closer relationships with community agencies of all kinds, of participating in the activities of those agencies and seeing that adequate, expanded, and new services are set up.

The delegate who had attended the Indiana conference pointed out that the need is great for union representation on all boards in a community. Especially is she conscious of the union woman's duty to her community to serve on welfare committees, such as committees on extended school periods and on child welfare. All the time spent on community affairs would be of much benefit both to the community and to union women.

6. LEGISLATIVE STANDARDS

It was generally agreed that unions had understood the need during wartime to relax labor laws limiting working hours and had gone along with employers in asking for dispensations, but now it was time for exercising vigilance so that what was permitted during the war years should not be continued and make necessary a fight all over again on standards for working conditions. Discrepancies and evils that grew up in connection with granting dispensations were mentioned by several delegates.

In Illinois, said one delegate, 5 big plants applied for a dispensation to work women 10 hours a day; there was no recheck on it, and when a check finally was made after 9 months had gone by, it was found these employers had simply taken over a 10-hour schedule for women. This was corrected.

Another delegate reported that the unorganized firms are the ones who are breaking down the 8-hour-law in Illinois; the fair employer will call the union office and ask if such-and-such a thing can be done. (Her union cooperates with the firm when the work is essential work.)

In New York one of the large cafeteria chains (unorganized) asked permission to extend working hours for women to 56 a week. The delegate said that when the union was informed of this by the

New York Department of Labor, it asked for a conference of all food unions involved, both CIO and AFL, with the Department and with employer representatives. At the conference it was brought out that the number of open shops applying for dispensation was 4 times the number of union shops asking for relaxation. So the union pointed out that other things than scarcity of help, such as working conditions, must be involved in the employer's situation.

The same delegate said a number of requests had been filed by hotels in New York City recently, to allow women to work 7 days a week. This is a new development. So far her union has refused to agree and has so informed the New York State Department of Labor. The hotels usually say that they are asking for dispensations because there still are emergencies, or in order to take care of the service men. They also say they do not save any money by having the women work longer hours.

A delegate from a bakery and confectionery union said that an employer in one plant which had a 30-minute lunch period asked for a 15-minute noon-hour for 90 days. On looking into the situation the union found some of the girls were happy about it for they could get home 15 minutes earlier. The delegate commented that there is need to educate union members again to see that a half-hour lunch period is much more valuable from a health standpoint.

Another delegate explained the problems arising with women members who want concessions to work longer hours made because they want more money. The women in one factory were determined to get the union to agree to the dispensation and brought pressure to bear on the union official so that the New York Department of Labor, having already refused, would grant it. On investigation it was found that the hourly rate paid is 50 cents and the employer won't raise it; the matter is pending before the War Labor Board. The delegate pointed out that hourly rates should be increased so that there will be no decrease in take-home earnings.

A delegate from a civilian manufacturing industry agreed that 50 cents was not enough, but said "we are not going to sacrifice hours in order to give them higher earnings," and suggested that the women stand by the hours they have had in the States and the shorter hours they still want to get. The unions can work for their members in some other way that will raise their standard of living.

There was concurrence by the delegates that the conference make known its position on the question of relaxation of labor laws. (For the resolution adopted, see page 2 .)

One delegate pointed out that many employers not only have taken advantage of the war situation but may continue to do so, especially in regard to the 7-day week. She thought unions in which there is a preponderance of women should make a definite statement recommending that the standards established before the emergency be reinstated after the emergency is over. Unless this is done there may be slackness and laxity in the situation.

Another delegate suggested that such a recommendation should emphasize that to achieve the country's general postwar objectives—to raise the standard of living and to achieve full employment—not only is it absolutely essential to re-establish prewar standards of working conditions but also to strengthen and extend them.

In further discussion on legislative standards, a delegate referred especially to reconvening existing minimum-wage boards for low-wage industries in order to establish higher standards of wages. The need to have minimum-wage laws enacted in States not having such legislation was also brought out. Another delegate pointed out that a decent legal minimum wage extending to all the country would help lessen the cut-throat competition within an industry and expressed the fear that without a legal minimum wage her industry would find itself in the position it once was in, when competition brought wages so low that the minimum became the maximum.

In connection with the discussion on working conditions and on raising legislative standards, the question was raised as to how well safety laws were being enforced. One delegate said laws in this field had been passed in her State as early as 1909, but that there was no power under some of them to take action. Factory inspection by State officials was criticised by some delegates and opposition to the fee system was also expressed.

DELEGATES ATTENDING WOMEN'S BUREAU UNION CONFERENCE

April 18-19, 1945

A.F. of L.

Bakery & Confectionery Workers' Int'l Union of America	Miss Eleanor Raasch, Financial Secretary and Business Agent, Local #244
Bookbinders, Int'l Bro. of	Miss Clara Stegmann, Representative
Chemical Workers' Union, Int'l	Mrs. Jane Gratz, Local #16
Electrical Workers of America, Int'l Bro. of	Mrs. Julia O'Connor Parker, Organizer, Telephone Department
Garment Workers' Union, Int'l Ladies'	Mrs. Maida Springer, Educational Director, Local #32
Garment Workers' Union, Int'l Ladies'	Miss Pauline Newman, Union Health Center
Garment Workers of America, United	Mrs. Hazel Heller, Indiana State Representative
Hatters, Cap & Millinery Workers' Int'l Union, United	Miss Lucy Oppenheim, Vice President
Hotel & Restaurant Employees' Int'l Alliance	Miss Gertrude Lane, Organizer, Hotel & Club Employees Union, Local #6
Railway & Steamship Clerks, Freight Handlers, Express & Station Employes, Bro. of	Miss Susan Jennette, General Secretary Treasurer
Textile Workers of America, United	Miss Mary Taccone, Assistant Director, Woolen & Worsted Workers Department
A.F.L. Research Department	Miss Ann Page

CIO

Automobile, Aircraft & Agricultural Implement Workers of America, United	Mrs. Grace Blackett, International Representative
Automobile, Aircraft & Agricultural Implement Workers of America, United	Mrs. Mildred Jeffrey, Director, Women's Bureau, War Policy Division

CIO (Cont'd)

Clothing Workers of America, Amalgamated	Mrs. Dorothy Bellanca, Vice President
Clothing Workers of America, Amalgamated	Miss Dollie Lowther, Educational Director, Laundry Workers Joint Board
Electrical, Radio & Machine Workers of America, United	Miss Ruth Young, Executive Secretary, District Council Four
Electrical, Radio & Machine Workers of America, United	Miss Alice Smith, District Vice President
Farm Equipment & Metal Workers of America, United	Mrs. DeLores Pinta, International Representative
Food, Tobacco, Agricultural & Allied Workers Union	Miss Cornelia Anderson, National Educational Director
Hosiery Workers, American Federation of	Miss Anne Murkovich, Representative
Marine & Shipbuilding Workers of America, Industrial Union of	Miss Justine Seeman, Chairman Women's Committee, Local # 16
Office & Professional Workers of America, United	Miss Evelyn Adler, Director National Social Service Division
Packinghouse Workers of America, United	Miss Jennie Shuck, Field Representative
Retail, Wholesale & Department Store Employees of America, United	Miss Margaret Tate, Business Manager, Local #262
Shoe Workers of America, United	Miss Freda Casso, General Executive Board Member
Steelworkers of America, United	Miss Lucia M. Preuhs
CIO Research Department	Mrs. Katherine P. Ellickson, Assistant Director of Research

Independent

Telephone Workers, National Federation of	Miss Frances V. Smith, President Michigan Federation of Telephone Workers
Washington Telephone Traffic Union	Mrs. Mary E. Gannon

Other

National Women's Trade Union League	Miss Elisabeth Christman, Secretary-Treasurer

APPROXIMATE NUMBER 1/ OF WOMEN IN UNIONS REPRESENTED AT WOMEN'S BUREAU UNION CONFERENCE

A.F. of L.	Total	Number of women	Percent women are of total membership
Bookbinders, Int'l Brotherhood of	31,111	14,000	45
Garment Workers' Union, Int'l Ladies' 2/	225,000	168,750	75
Textile Workers of America, United	100,000	50,000	50
Bakery & Confectionery Workers' Int'l Union of America	91,900	42,500	46
Electrical Workers of America, Int'l Bro. of	350,000	35,000	10
Hatters, Cap & Millinery Workers' Int'l Union, United	36,000	18,000	50
Railway & Steamship Clerks, Freight Handlers, Express & Station Employees, Bro. of	312,000	78,000	25
CIO			
Automobile, Aircraft & Agricultural Implement Workers of America, United	1,000,000	280,000	28
Electrical, Radio & Machine Workers of America, United	700,000	280,000	40
Textile Workers Union of America (Includes American Federation of Hosiery Workers)	450,000	180,000	40
Clothing Workers of America, Amalgamated	300,000	200,000	66
Office & Professional Workers of America, United	60,000	21,000	35
Steelworkers of America, United	727,000	80,000	11
Marine & Shipbuilding Workers of America, Industrial Union of	250,000	25,000	10
Retail, Wholesale & Department Store Employees of America, United	120,000	72,000	60
Packinghouse Workers of America, United	80,000	20,000	25
Food, Tobacco, Agricultural & Allied Workers of America	40,000	20,000	50
Shoe Workers of America, United	40,000	18,000	45
Farm Equipment & Metal Workers of America United	74,289	15,360	21
Independent			
Telephone Workers, National Federation of	201,500	120,900	60

1/ Figures obtained from unions. Other unions having large woman membership are Boot & Shoe Workers Union (AFL), International Union of Chemical Workers (AFL), Hotel and Restaurant Employees' International Alliance (AFL), United Garment Workers (AFL), International Association of Machinists (AFL), Upholsterers' International Union of North America (AFL), American Communications Association (CIO), and United Rubber Workers (CIO).

2/ Estimate from other sources.

UNITED SERVICE ORGANIZATIONS (U.S.O.) - 1941 378

See ALSO RECREATION

VOLUNTARY ORGANIZATIONS

U.S.O. 378

December 13, 1941

Miss Marie C. Sullivan
Public Relations
United Service Organizations
For National Defense Inc.
Empire State Bldg.,
New York City.

My dear Miss Sullivan:

In reply to the request in your letter of December 5th, for a list of industries which employ women, we are sending our bulletin analyzing women's status in manufacturing and non-manufacturing industries in 1929. (The 1939 census for manufactures is available and a brief discussion of this is enclosed, but nothing from the recent census is yet obtainable fro non-manufacturing.)

As to defense industries, the enclosed reprints of articles from The WOMAN WORKER indicate what information we have about woman employment in defense factories and the processes on which they are working.

Sincerely yours,

Mary Anderson, Director

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THE YOUNG MEN'S CHRISTIAN ASSOCIATIONS THE NATIONAL CATHOLIC COMMUNITY SERVICE THE SALVATION ARMY
THE YOUNG WOMEN'S CHRISTIAN ASSOCIATIONS THE JEWISH WELFARE BOARD THE NATIONAL TRAVELERS AID ASSOCIATION

United Service Organizations
FOR NATIONAL DEFENSE INC.
EMPIRE STATE BLDG. NEW YORK, N. Y.

Pennsylvania 6-5400

December 5, 1941.

Miss Mary V. Robinson
Director of Public Information
Women's Bureau
U.S. Department of Labor
Washington, D.C.

Dear Miss Robinson:

I appreciate very much all the time you gave me on Tuesday and through your very excellent help and advice I was able to locate exactly what I needed in the way of laundresses and waitresses doing work in defense areas.

I wonder if in your files you have a list of industries which employ women, both skilled and unskilled, the type of work they are doing, etc.

Thank you very much for forwarding to me the information on the Women's Division of the Labor Department.

I will send you an invitation to the preview of our movie which will be between December 15 and 18.

Again many thanks to you and your secretary for your cooperation.

Sincerely
Marie C Sullivan
Marie C. Sullivan
Public Relations

reprints
Folder 14
technical reports

mcs:k

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Defense
U.S.O.

Women's Bureau
U. S. Department of Labor
Washington

August 14, 1941

The Young Women's Christian Association, the National Catholic Community Service, the National Traveler's Aid Society - all U.S.O. agencies concerned specifically with women workers in the defense areas have asked us to take the lead in formulating standards and policies for recreation.

1. In large cities where there are many facilities, diversified but inadequate because of expanded population.
2. Smaller cities with undiversified and wholly inadequate facilities.
3. New defense industrial developments.

We are being asked to make surveys in the different areas to determine what facilities are necessary.

The Office of Civilian Defense has requested us to be a clearing house for some of their activities. The program is not worked out as yet but Mayor LaGuardia told me that he was going to write to us asking us to do specific things. He has in mind, of course, particularly the working women and the women's auxiliaries.

Practically every day and every evening I am attending the meetings of the National Labor Supply Committee of O.P.M.

MA:LW

APPLICATION OF STATE AND FEDERAL LAWS TO THE HOURS OF WOMEN EMPLOYED ON DEFENSE PROJECTS

The great increase in employment on government projects in connection with the national defense program has given rise to questions concerning the application of laws regulating the hours of employment of women. Organizations interested in the welfare of wage-earning women have written to the Women's Bureau to learn whether State hour laws are applicable or whether any Federal legislation has taken their place. The present statement was prepared by the Women's Bureau in answer to such requests.

A. Summary:

1. No Federal law at the present time sets an absolute limit to the number of hours women may be employed. In general, unless a State hour law applies, women workers have no protection as to the maximum length of time they may be employed.

2. Women employed by private firms producing supplies for the Federal government are protected by State hour laws. This is true whether or not the contract amounts to more than $10,000 and thus subjects the contractor to the Public Contracts Act.

3. Women employed in offices of private firms doing construction work for the Federal government are protected by State hour laws, where they are performing office work. Where women are employed as laborers or mechanics, they are protected if the contract provides that the contractor shall obey and abide by all applicable laws of the State in which the work is performed.

4. Women employed by the Federal government in the executive branch and in arsenals, munition, or other factories owned and operated by the Government are not protected by State hour laws.

5. Women employed in arsenals, munitions, or other factories which are owned by the government but operated by a private individual, under a cost plus fixed fee contract, are protected by State hour laws.

6. Whether or not women employed by government corporations, such as the Federal Housing Administration, Federal Deposit Insurance Corporation, etc., are covered by State hour laws is still uncertain.

B. Explanation:

The four principal types of employment in which the question of the application of the State hour laws has arisen may be classified as follows:

1. Employment by a private firm working on a government supply contract.

2. Employment by a private firm on a government construction project.

3. Employment by an instrumentality of the United States.

4. Employment in government-owned arsenals, munitions, or other factories.

1. Employment by a private firm working on a government supply contract.

Under the Public Contracts Act which applies to contracts in excess of $10,000, a 40-hour maximum work week is established, but the Secretary of Labor is authorised to permit overtime on payment of time and one-half the basic rate. Since such permission has been granted by the Secretary in all industries, the 40-hour maximum work week provision of the Public Contracts Act is not in effect at the present time.

The Administrator of the Public Contracts Act has consistently advised inquirers that State statutes affording employees greater protection over their hours of service than the Public Contracts Act affords have not been suspended; hence State hour laws are enforcible where work is performed on contracts over $10,000.

There is no Federal law regulating the maximum work week where work is performed on contracts of $10,000 or less. Consequently, the State law applies to such contracts.

2. Employment by a private firm on a government construction contract.

No Federal law regulating hours of work is applicable to office work performed in connection with construction contracts. Since the State law applies in the absence of any Federal regulation, women performing office work for firms engaged in construction contracts are covered by the State hour law.

The Federal 8-Hour-Day-Law permits any contractor or subcontractor to employ mechanics and laborers employed on most public works more than 8 hours a day if time and one-half is paid for overtime. However, many government construction contracts, in particular those let by the War Department on a cost plus fixed fee basis, contain a clause in which the contractor agrees to comply with all applicable laws of the United States and of the State in which the work is performed. If the contract contains such a clause, the contractor who employs a woman to work longer than the maximum hours permitted by State law, whether in the office or as a mechanic or laborer, is violating the terms of the contract as well as the State hour law.

3. Employment by an instrumentality of the United States.

The Federal Government of course has immunity from State hour laws. This immunity applies to employees of the executive branches of the government, such as the Departments of War, Navy, State, Labor, Commerce, Justice, etc. Women employed by an executive branch of the government located in one of the States are not protected by the State hour law.

With respect to government corporations, it is impossible to give a definite answer as to whether or not State hour laws are enforcible. Government corporations are created by Acts of Congress for the purpose of carrying on proprietary or business activities as distinguished from strictly governmental functions. The courts have held that they are free from the restrictions imposed by certain types of labor laws, but no case as yet has involved the question of the enforcibility of a State hour law.

There is no Federal law establishing maximum hours for public employment. The Federal law establishes a minimum work day of 7 hours except Sunday and holidays and requires a half day off on Saturday (or some other day if more feasible), at the same time leaving to heads of executive departments the right to fix maximum hours of work.

4. Employment in government-owned arsenals, munitions, and other factories.

Women employed in government arsenals, etc., are not protected if the arsenals are owned and operated by the government. However, in some cases the government owns the physical plant but the operation of the arsenal has been turned over to private individuals under a cost plus fixed fee contract basis. Where a private individual is the employer, the State hour law would apply.

Reporting Violations. Where violation of a State hour law occurs in connection with work performed on a government contract for a private employer, the violation should be reported to the State labor department. It would also be advisable to report the violation to the department for which the work is being performed so that action could be taken in those cases in which the contract specifically called for compliance with all State labor laws.

1

Miss Nienburg

REPORT OF THE CONFERENCE OF THE U. S. O.

COMMITTEE ON INDUSTRIAL WOMEN

The U. S. O. Committee, composed of two representatives from each of the contributing agencies, met on September 29th at 2 p.m. in the Empire State Building, National Headquarters for the U. S. O.

Attending the conference were the following:

Mrs. Pearl Case Blough, Executive Secretary

Jewish Welfare Board - Mrs. Glogower (Lay Rep.)
Mrs. Herzog (Prof.)

Y.W.C.A. - Helen Crawley (Prof.)
Name unknown (Lay)

Y.M.C.A. - Mrs. Shepardson (Lay)
Mrs. Traugott (Prof.)

Salvation Army - Col.Hamon (Prof.)
Mrs. Allen (Lay)

National Catholic Community Service - Miss Fitzgerald (Prof.)
Miss Kimpell (Prof.)

Travelers' Aid - Miss Chantler (Prof.)
Mrs. Haslam (Lay)

A Negro woman is also included on the Committee, although she does not not represent any particular agency. I am not certain of her name as she came in late.

The meeting was called to discuss informally the problems of the U.S.O. in Industrial Areas. Mrs. Blough requested a representative from the Women's Bureau to speak on "Women in War Industries and U.S.O. responsibility to these workers."

Inasmuch as no formal speech was desired, I merely gave a brief summary of the following topics after which a general discussion followed:

I. Women's Bureau interest in Defense Areas

II. States and areas visited

III. Women's place in War Industries

IV. Major Problems for Women in Boom Towns

a. Housing
b. Transportation
c. Rotation of shifts
d. Lack of eating facilities (plant and town)
e. Lack of Recreational facilities

V. Important factors contributing to the success of Recreational centers in Industrial Areas

a. Location
b. Cooperation of the Community
c. Program adapted to individual community
c. Program adapted to meet needs of shifts
    " not too formal
d. A director with some industrial Recreational training
e. Too elaborate furnishings in some centers (workers do not feel comfortable)

The Committee was much interested in the Women's Bureau findings and asked for specific criticisms and suggestions for improvement of U.S.O. centers in industrial areas. They expect to take definite action on some of the points brpught up and to enlarge their scope of activities, particularly in regard to housing women workers in private homes. An effort will be made to provide a few beds at the centers for use of women workers who can not find rooms the first night in town. The Committee believes that the U.S.O. might bring some pressure to bear on Housing Authority if needs are sufficiently great in the local communities to justify such action.

A discussion was held on getting workers interested in U.S.O. through cooperation of Union officials. It was decided that local U.S.O. directors should secure the cooperation of the Union if possible.

I called their attention to the lack of recreational facilities for women workers in Waterbury and Bristol, Connecticut. An effort will be made to secure a woman director of women's activities at the local Y.M.C.A. in Waterbury, providing it is not feasible to set up a separate U.S.O. Center. The Bristol situation is still in the formative stage but needs will crystallize as soon as the New Departure Division plant is ready for operation. The Committee promised to watch developments in Bristol.

Mrs. Blough stated that the Women's Bureau reports on the Defense Areas had been very helpful, and that she hoped we would report conditions on any return visits we made to the various areas.

The meeting adjourned at 5 p.m.

Elsie Wolfe

Or = U.S.O.

Representatives of United Service Organizations
with which the Women's Bureau is working on community surveys as to housing, food, and recreation for women workers

National Catholic Community Service 620 Michigan Ave. N, E. Washington, D. C.	Miss Anna S. Hooley, In Charge Miss Helen Potter, Assistant
National Board of the Young Women's Christian Associations 600 Lexington Avenue New York City	Miss Genevieve Lowry, In Charge
National Travelers' Aid Society 425 Fourth Avenue New York City	Miss Margaret Creech

UNITED SERVICE ORGANIZATIONS (U.S.O.) - 1942 378

Sent i Letter
War - USO.

February 5, 1942

INFORMATION NOTES ON WOMEN IN WAR INDUSTRIES

From: Nora Piore
Specialist in Industrial Communities
Program Staff - U.S.O.-Y.W.C.A.

- - -

TRENDS IN EMPLOYMENT OF WOMEN IN DEFENSE OCCUPATIONS

Source: Labor Market Developments
(Division of Research and Statistics-
Bureau of Employment Security)
October, 1941

SUMMARY OF TRENDS IN THE U.S.

The predicted increase in employment of women in jobs normally open to them and in jobs formerly held by men is rapidly becoming a reality. It is estimated that 30,000 women are at work in arms and ammunition plants filling shells, making fuses for high explosive shells, filling and sewing powder bags, and performing many other tasks. Women are being hired in large numbers by the California aircraft factories and are already working in the Connecticut aircraft factories. The Kansas and Maryland aircraft industries are experimenting with women workers. They are also being employed in the radio, electrical instrument, and small parts industries in many places, usually for assembly work, inspection, punch and drill press operating, and light welding. In several defense areas the N.Y.A. is starting playroom projects for children of women employed in industry.

I. IN THE NEW ENGLAND REGION

The growing scarcity of skilled workers is bringing about a greater utilization of women in industry. Machine-shop courses have been opened to women in Connecticut and in some localities graduates are being rapidly placed. More metal-working plants are exploring the possibilities of using women in jobs formerly held only by men.

Ordnance

The supply of skilled workmen is so depleted that Massachusetts and Connecticut arsenals and ordnance plants are trying to overcome shortages by dipping into other pools of labor in their vicinity. . . . Job applications from women are being seriously considered for bench and light machine operations.

Agriculture

School children have been employed to a great extent in the tobacco fields of Hartford.

Provisions for an Adequate Labor Supply

Scarcely any defense training course is operating at capacity in southern Connecticut because with so many jobs immediately available few young men are willing to finance themselves during the training period. For this reason New Haven, Bridgeport, and Danbury are experimenting with the training of women in machine-shop work. Training courses in machine operation are also being held for women in Pittsfield and Springfield, Mass. At the same time, there is a tendency for married women to withdraw from the labor market, now that the head of the family earns higher wages in defense employment.

II. IN NEW YORK STATE

In some agricultural communities Negro labor has been imported from the South for the first time since the First World War.

The seasonal increase in retail store hiring has begun earlier than usual. . . . Stringencies are expected in all retail occupations in Rochester where sales in July set a 20-year record. The shortages will probably be met by training inexperienced help and rehiring married women.

III. IN MIDDLE ATLANTIC REGION

Provisions for an Adequate Labor Supply

Because of the steadily contracting supply of qualified workers, employers are constantly liberalizing their hiring specifications. The prejudice against employing women is disappearing and many industries are willing to give them at least a trial. A large Baltimore aircraft plant has recently adopted a policy of using women in light assembly work; if they prove satisfactory, a considerable number will probably be hired. Also in Baltimore, a radio concern will soon employ several hundred women for light assembly work. In both instances the women are first trained in the defense schools.

IV. IN THE GREAT LAKES REGION

A typewriter company in Illinois needs women experienced on punch and drill presses to replace male workers who will be transferred to production of small fuses.

Production began at the Ravenna, Ohio, munitions loading plant in August with about 200 workers. Construction of the plant is now scheduled for completion by January and hiring is expected to continue through September 1942 when about 10,000 workers, two-fifths of whom will be women, will be employed.

The Charlestown, Indiana, powder plant increased employment more than 1,000 during August, mostly through transfer from construction jobs, and expects to continue this practice. The bag loading plant in the same town planned to begin actual operations early in September. Its hiring will be limited to women with no previous industrial experience; restrictions as to age, height, and education are few but applicants are required to pass a rigid physical examination.

White-Collar and Service Workers

The sales and service field are calling for more workers. In Indianapolis it is impossible to satisfy the demand for laundry and dry-cleaning help and all types of restaurant workers. An eastern mail-order firm has opened a general warehouse in Indianapolis and will make further demands on the supply of sales and service workers when it recruits 600 employees. A dearth of clerical workers and stenographers in most of the larger cities of Illinois is attributed to the failure of wages to keep pace with rising demand.

Provisions for an Adequate Labor Supply

At Benton Harbor, Michigan, the Vocational Training Council is planning defense training for women workers recently laid off as a result of silk shortages. These workers will receive instruction in punch press and drill press operation, blue print and micrometer reading, and will eventually be available for inspection jobs and light assembly work.

Numerous instances of the employment of women in jobs formerly filled by men are reported. An Illinois furniture company recently hired and trained 20 women in machine shop and assembly work formerly done by men. Some employers, however, appear reluctant to hire women, possibly because of legal restrictions on the hours they may work.

V. IN THE SOUTHEAST AND GULF REGION

Agriculture

Farm labor in August and September was abundant throughout the South. Payment of higher wages, recruitment of transient Mexicans, and increased utilization of reserve labor supplies, including women and children, made the supply more than adequate for the demand.

Miscellaneous Industries

Employment practices developing in the munitions industry include the growing acceptance of women, extensive use of vocational school trainees, and on-the-job training. Approximately 150 women drill-press operators will be hired in Miami to make shell fuses, and a fuse-loading plant at Macon will hire 300 persons, a majority of them women, within the next two months. . . .

There is a tendency in the South Carolina mills to pay over-time rather than add a third shift because housing facilities are scarce for in-migrants, separations after peak employment reduce the opportunity for reductions in unemployment compensation taxes, and old employees achieve better production quotas.

A temporary shortage of domestics, especially in Mississippi, has developed because the unusually high wages paid for cotton picking this year have attracted large numbers of Negro women and children.

Provisions for an Adequate Labor Supply

Soldiers' wives, many from New York, have come to Anniston to live and seek work.

VI. IN THE SOUTHWEST REGION

Summary

Demand for service workers of all types is heavy. In the large metropolitan areas employers are finding it more difficult to obtain experienced sales clerks, hotel and restaurant workers, bookkeepers, stenographers and operators of office machines. Low wages offered these groups of workers account for the small number of applicants available for these jobs. Workers are being sought by garment manufacturers having defense contracts and in a number of localities the available supply of sewing machine operators is exhausted.

Ordnance

A shell-loading plant under construction will begin production about May 1942. Production for training purposes will begin as soon as one unit is completed. The company expects to employ 8,000 workers at capacity operation, 2,500 of whom will be unskilled women.

Agriculture

Cotton picking in the six southeastern counties of Missouri got under way during the middle of August. Decreased production in some counties will reduce an anticipated shortage of pickers. This shortage, however, is being offset by domestic workers and families from the hills who have been attracted by the high wages.

Miscellaneous Industries

Garment manufacturers in Missouri and Texas working on government contracts are using all available machine operators and absorbing trainees as fast as they can be trained.

VII. IN THE NORTH CENTRAL REGION

Summary

Reports from South Dakota indicate that women are filling jobs vacated by men who have migrated to defense areas.

Ordnance

The International Harvester Company and the Twin-City ordnance plant both in the Minneapolis - St. Paul area expect to hire large numbers of women employees who will be drawn from service and trade establishments in the area.

Miscellaneous Industries - Service and Clerical Workers

Throughout the area, it is becoming increasingly difficult to obtain domestics, largely because wages are still very low. In some sections of North Dakota, housemaids get only $3.50 to $4.00 a week. Shortages are being alleviated in some cases by lessening the duties and not requiring maids to wash, iron, or take care of children as part of their regular household tasks. Nebraska reports higher wages being paid to clerks and stenographers. Salesclerks and workers in wholesale and retail establishments are hard to replace, because of higher wages being paid in national defense centers.

Training

A new type of training, that for power-sewing-machine operators, is now being offered in Iowa, Minnesota, and Nebraska. The major training project in Iowa is concerned with making available about 1,000 workers for the Des Moines ordnance plant. At present 500 men and women are being trained as tool makers and die sinkers. To facilitate the training process each of these jobs is being diluted so that each trainee will be skilled in only one phase of the occupation. Iowa State College is also training workers for the ordnance plant, offering courses in foremanship and metallurgy.

VIII. IN THE ROCKY MOUNTAIN REGION

Summary

Harvesting operations dominated the economic activity in this area during this period. Stringencies were averted through intensive recruitment, including the use of radio and newspapers, increased mechanization of farming operations, greater use of family labor, and cooperation with W.P.A., C.C.C., and school authorities for the release of workers.

The shortage of domestic and service workers which was expected to be relieved at the close of the tourist season continues to be a problem, since most of the workers in the tourist trade were teachers and students who have returned to school.

The Rocky Mountain region continues to be one of the chief sources of labor supply for the defense industries on the West Coast. Practically all training courses in the area are geared to supplying workers for occupations essential to aircraft and shipbuilding.

Ordnance

Operations at two large munitions plants are getting under way. The Denver Ordnance Plant, operated by the Remington Arms Company, has already hired 950 workers and expects to be employing about 6,700 workers when operations attain their peak in March 1942. The Ogden Ordnance Depot, now employing 900 men and 50 women, expects to hire 1,200 men and 1,000 women during the next 6 months for employment in the new 37-millimeter shell-loading plant. When the peak of employment is reached in 1943, approximately 5,000 workers will be employed.

Service and Clerical

Every state in the area reports that it is becoming increasingly difficult to obtain domestics, service workers, salesclerks, and other trade employees. In order to meet these stringencies, employers are relaxing their requirements, improving working conditions, and raising wages. Colorado restaurant operators are hiring colored workers and Utah restaurant owners have relaxed a long-standing ban against married employees. Retail establishments are similarly relaxing requirements; a leading Denver department store having raised its age limit for saleswomen from 35 to 50 years. In towns with defense projects, typists and stenographers are leaving private employers for higher wages in the Government service.

Provisions for an Adequate Labor Supply

In Wyoming, employers are hiring underqualified workers, particularly stenographers, to avoid losing them to higher-paying jobs.

IX. IN THE PACIFIC COAST REGION AND ALASKA

Aircraft

Women will constitute a significant proportion of San Diego County's new aircraft workers. One company will hire 1,500 - 1,600 women within the next 60 days, many of whom will not have had pre-employment training. Furthermore, the new hires will be restricted to wives or other close relatives of present workers, so as to limit the strain on an already overtaxed housing situation.

Agriculture and Food Processing

Food processing employment has reached a high point. Pear packing is now under way and apple packing and canning will start soon.

Provisions for an Adequate Labor Supply

The increasing use of women in defense work is signified by an enrollment of 450 in subassembly courses at a San Diego County aircraft school and in the intention to add classes for women in riveting, inspection, and drill-press operation. One aircraft plant in Los Angeles County already has 50 women doing precision assembly and upholstery work and intends to hire 500 more women by the end of October. Between 3,000 and 4,000 women may be employed eventually in San Diego County aircraft factories.

THE WAGE EARNING WOMAN
AND THE WINNING OF THE WAR

Source: Life and Labor
(Bulletin of the National Women's
Trade Union League of America)
January, 1942

The wage-earning woman was no fiction in the winning of the First World War. The recent Japanese attack has speeded up the necessity of her again taking her place in the forefront of the defense picture in the Second World War. This important place in the nation's defense set-up has been given to the working woman not by sentiment, nor even by the necessity for women to earn a living; it has been given her by the nation's need of the factory discipline and trade training that have produced more than five million women quickly available for mobilization into war and essential production lines. In these lines, even in peace time, the wage-earning woman is about one to every four "men." In the production lines now there must be not four such "men" to maintain each fighting man, but at least eight or ten, and some authorities insist that modern warfare will require a larger number of men for every fighter. But let it rest at eight or ten. Suppose our government calls for the immediate arming of four million men and upward of five million men later. Back of them must be the reserve fighting forces in training. These are all withdrawn from trade and production. To maintain them will require between thirty and forty million "men" in production.

Without ignoring or belittling the work of any other group of women, the plain facts of war production write the wage-earning women on the records as the "shock troops" that must be counted on to meet the onrush of demands for products of amazing range to feed, house and clothe those at home, and to keep the fighting men supplied with essentials. If anyone has any question about it, let the answer come from another question. Who must furnish approximately two hundred million knit-wear units required by our army - the woman who hand-knits one sweater a week, or the machine operator who will do two thousand while the hand-knitter does her one? There is even more conviction when the question is applied to the making of munitions, which the woman outside the factory can not make at all, unless she enters the factory at a disadvantage with the wage-earning woman, who already has familiarity with factory discipline.

The need of facts about the number of working women available for essential industries was one of the important factors which led to the creation of the Women's Bureau in the Department of Labor. Its possession of all the facts about the work of wage-earning women during the First World War, and its continuous search for similar facts ever since, have put the Women's Bureau in a position of vital importance with regard to the effective shifting of those "shock troops" into production lines most needed by the nation.

NIGHT WORK FOR WOMEN IN WAR INDUSTRIES

Source: Life and Labor
(Bulletin of the National Women's
Trade Union League of America)
January, 1942.

Work at night has always been considered by American labor as an evil that should be avoided. Only in industries and occupations which require continuous operation should it be resorted to. It results in lowered vitality of the worker, disrupted home life, and slower production. Several states have considered night work so undesirable that they have prohibited the employment of women on the so-called graveyard shift.

We are now in a period of national emergency. The President has asked that industry immediately increase output to the maximum. For many defense plants this will mean operating on a 24-hour basis. Many essential operations in these plants are performed by women. The War Department has asked the governors of states with night-work laws to relax these restrictions in cases where their enforcement would interfere with maximum defense production.

The legislature of New Jersey in response to this request recently amended the night-work law of that state to authorize the governor to grant permission during the war emergency to employ women at night. The Governor of Connecticut had similar power granted during the First World War. On December 12, 1941 the governors of Massachusetts and New York issued statements to the effect that employers engaged in defense production might, upon application and the showing of need, secure permission from the state labor commissioners to employ women at night. The commissioners of labor of Indiana and Kansas have taken similar action.

The Women's Bureau of the United States Department of Labor has urged that this authority be used with the utmost care and caution. No permits should be granted until thorough investigation has determined the need for employing women at night. Permits should in no case be extended to an entire industry, but should be granted to particular establishments for limited periods of time. Girls under 21 years of age should not be used for night work. These standards have been generally adopted by the states that have the authority to grant exceptions to the night-work laws, and it is hoped that they will be rigidly observed.

NEED AND AVAILABILITY OF WOMEN WORKERS IN WAR PLANTS STUDIED

Source: Victory
(Weekly bulletin of the O.E.M.)
December 30, 1941

A special series of studies is being made by the O.P.M. Labor Division of the future needs of war plants for qualified women workers and the qualified women available for defense industries, Associate Director General Sidney Hillman announced December 26.

A subcommittee of the O.P.M.'s National Labor Supply Committee is planning a program to meet anticipated future needs for women workers, and means to utilize this labor supply. Mary Anderson, chief of the United States Women's Bureau, Department of Labor, is chairman. Other members are Nelle Miles, United States Employment Service, and Thelma McKelvey, labor relations branch of the O.P.M. Labor Division.

"The President's policy of 7-day week operation of war production facilities requires a great expansion of our labor force," Mr. Hillman said, "and I am certain that a great many women will be required for industrial work before many more months have passed.

Proved usefulness in England

"Women have proved indispensable to war production in England, and we must prepare to expand their usefulness to our industries.

"The skills and abilities of women are needed, and we are working on a program to train and employ women for jobs in war industry, which will make their labor available to their country's service rapidly and effectively as they are needed."

The Women's Bureau already has made several studies.

Ala

January 22, 1942.

Mr. A. B. Chapman, Jr., Director,
United Service Organizations,
Childersburg, Alabama.

My dear Mr. Chapman,

We are in receipt of your letter of January seventh asking that we send you information about the 16mm. sound pictures circulated by the Women's Bureau.

We enclose descriptions of the several films in use by the Women's Bureau at the present time, only one of which is a sound film. However, we still use our silent films quite generally and believe your group will find them interesting and instructive. All of our films are loaned free of charge, all but one of which, in the 16mm. width, can be mailed under Government mailing frank. The collect express charges on one of the films, and the return parcel postage on each must be paid by the borrowers.

We enclose descriptions of other types of exhibit materials, a list of our publications, and several leaflets which can be sent to you in quantity for distribution.

We are referring your letter to the Children's Bureau in this Department, and to the Division of Labor Standards as each of these agencies have motion picture films. You will doubtless hear from them direct.

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1-22

Yours sincerely,

Mary Anderson, Director.

LL
Encl.

YWCA USO YWCA

Childersburg, Ala.

WOMEN'S BUREAU

January
17
1942

Women's Bureau,
U.S. Dept. of Labor
Washington, D. C.

Gentlemen:

We are interested in making available to workers in defense industry and their families the best 16 mm sound movies available within our ability to provide. We will very shortly begin operating a U.S.O. Recreation Center for employees of the enormous defense project located near this little community, Childersburg, Alabama. We will have for our use a 16 mm sound projector and would appreciate receiving from you a list of films available and the conditions under which we may use them.

Sincerely yours,

A B Chapman Jr

A. B. Chapman, Jr.,
Director.

ABC:c

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March 20, 1942

Mrs. Maurice T. Moore, Chairman
National Women's Committee
USO War Fund Campaign
Empire State Bldg.
New York City

My dear Mrs. Moore:

I am very sorry that it will not be possible for me to be in New York on March 26th for the first meeting of the Women's National Committee of the USO War Fund Campaign.

Sincerely yours,

Mary Anderson, Director

MA:IS

THE YOUNG MEN'S CHRISTIAN ASSOCIATIONS
THE NATIONAL CATHOLIC COMMUNITY SERVICE
THE SALVATION ARMY

THE YOUNG WOMEN'S CHRISTIAN ASSOCIATIONS
THE JEWISH WELFARE BOARD
THE NATIONAL TRAVELERS AID ASSOCIATION

USO War Fund Campaign

$32,000,000 for America's Fighting Men, and the Forces Behind the Lines

May 11 — July 4

WOMEN'S BUREAU
MAR 18 1942
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(Committee in process of formation)

EMPIRE STATE BLDG., NEW YORK
PENNSYLVANIA 6-5400

March 17, 1942

My dear Miss Anderson:

Thanks to the cooperation of your organization and the active participation of many of your members, the USO is rendering important patriotic service to the men in our fighting forces and the women on the production line. President Roosevelt, the Secretary of War, and the Secretary of the Navy, have expressed their wish that this work of morale be accelerated, now that we have the largest fighting force in American history.

To that end the Women's National Committee is now in process of formation and we want your advice from the very beginning. Our first meeting for national women leaders is to be on March 26th at 2:30 in the Jansen Suite at the Waldorf Astoria. We hope very much that you personally can come, bringing with you your Executive Secretary and the member of your organization who is responsible for defense activities.

The meeting is to define the wartime responsibilities of the various organizations - such as Red Cross, Women's Interest Division of the War Department, OCD, - and to show how the USO fits into the total war effort. Officials of the various organizations will be on hand to answer questions, and Mr. John D. Rockefeller, Jr., will speak on the particular function of the USO.

There will be no long speeches! Half of the meeting will be an open discussion because we particularly want the benefit of your suggestions.

The meeting will be followed by tea, at which time I look forward to talking with you personally. Will you let us know at your earliest convenience if we may expect you?

Yours very sincerely,

Elisabeth Luce Moore

Mrs. Maurice T. Moore, Chairman
National Women's Committee

Sorry! Can't

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326

February 25, 1942

Mrs. Pearl Case Blough
Secretary, U.S.O. Services for
Women and Girls
Empire State Building
New York City.

My dear Mrs. Blough:

In reply to your letter of February 20th, I do not know that we are in a position to give you anything official as to movement of war industries from coast to inland locations.

It is noticeable, however, that all new construction for large war industry is in the Middle West, the Rocky Mountain area, the inland Southwest. Some time ago we read the War Department policy was to be along this line, and we now have evidence of it. Other reasons, of course, for location of factories inland is the availability of a local labor supply, and space for plant facilities and housing needs.

I hope you received our Indiana community surveys on new defense areas.

Sincerely yours,

Mary Anderson, Director

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THE YOUNG MEN'S CHRISTIAN ASSOCIATIONS THE NATIONAL CATHOLIC COMMUNITY SERVICE THE SALVATION ARMY
THE YOUNG WOMEN'S CHRISTIAN ASSOCIATIONS THE JEWISH WELFARE BOARD THE NATIONAL TRAVELERS AID ASSOCIATION

United Service Organizations
FOR NATIONAL DEFENSE INC.
EMPIRE STATE BLDG. NEW YORK, N. Y.

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WOMEN'S BUREAU
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February 20, 1942

Miss Mary Anderson, Director
Women's Bureau
United States Department of Labor
14th Street and Constitution Avenue
Washington, D. C.

Dear Miss Anderson:

We are hearing rumors about the movement of numbers of the war industries from both coasts to the interior, and I wonder if you have any information about this situation that you could share with us.

It will make a great deal of difference in the development of programs and the placement of workers if it is true that the big industries are either establishing branches in the Middle West or moving their entire operations.

I will greatly appreciate any information you can pass on to me about this matter.

With best wishes to you.

Sincerely yours,

Pearl Case Blough

Mrs. Pearl Case Blough
Secretary, U.S.O. Services
for Women and Girls

PCB:ew

137

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UNited SERVICE ORGANIZATION (U.S.O.) 378

Files
Miss

May 27, 1943.

Miss Mary Bryant Fulton, Director,
U. S. O. Club,
1317 22nd Avenue
Gulfport, Mississippi.

Dear Miss Fulton:

I was glad to receive your letter of May twenty-first and to learn that your U. S? O. work is a very definitely going concern.

As to your inquiry about suitable films for your programs, I have asked the motion picture section of the Office of War Information to communicate with you concerning the various films available from that source, many of which would doubtless be of interest to your groups. I also asked the Children's Bureau to send you information about its films which would be interesting and helpful to mothers of young children.

The several films of the Women's Bureau are all pre-war and therefore we have retired them for the most part. However, I am enclosing the description of our most recent film made in 1937-38 because it deals with the dress industry and might be usable in a program with the girls in the garment industry.

We have some new posters on women in war industries which have just come from the Government Printing Office. I should be glad to send you a set of five if you could make use of them. Also, if you would like any of the Women's Bureau publications pertaining to women in war jobs, we will send any that you specify on the enclosed list as being of interest.

I suggest that you communicate with the Graphics Section of the O.W.I., if you would like war posters along the lines of morale building, or of an inspirational nature.

Also you may find it helpful to write the War Community Service (formerly Office of Defense Health and Welfare), in the Federal Security Agency, Washington, asking for suggestions as to programs, and requesting that your name be put on the mailing list for its recreation bulletin. Perhaps some of the back issues would be of assistance to you.

I hope you may build up a good advisory committee eventually and I wish you all success in your work. Don't hesitate to call on me for any materials or assistance we can give.

Very truly yours,

Mary V. Robinson, Chief,
Information Division.

LL
Encl.

Edgar
5th Dale
75145
2013 Zen ✓

U S O CLUB
1317--22nd Avenue
Gulfport, Miss.

WOMEN'S BUREAU
MAY 24 1943
DEPARTMENT OF LABOR

May 21, 1943

Miss Mary Robinson
Publicity Director
Woman's Bureau
Department of Labor
Washington, D. C.

Dear Miss Robinson:

Would you be so kind as to discover any films or material that would be valuable to us for use in program here?

This particular operation is under the YWCA. We have a temporary residence for servicemen's wives, sweethearts, and mothers, and are booked in advance for almost 3 weeks. We are operating in a large Southern home, which overlooks the Gulf, and promises to be quite cool with the sampling of hot weather we have already had.

We certainly wish you were near enough to be on our Advisory Committee. You would be most valuable.

There is one defense industry in this town which employs between 600-800 girls. They are garment worker's. We are working out some program with them.

We also have a Servicemen's Wives Club starting next week, and any material that you think would be valuable for use in this group would be most welcome.

Would you also refer our request to Children's Bureau?

Rfd 5-26-43

Thank you so much.

Sincerely,

Mary Bryant Fulton

Mary Bryant Fulton
Director

MBF:DG

P.S. Sure wish I had as good an Advisory Committee here as I did in Washington.

6-9

DIGEST OF INFORMATION ON WARTIME EMPLOYMENT OF WOMEN

FEBRUARY, 1943

To: U.S.O. Divison Staff in War Production Areas

From: Nora Piore, Specialist in Industrial Communities
U.S.O. Division of the National Board, Y.W.C.A.

MEMORANDUM

To: U.S.O. Division Staff in War Production Areas

From: Nora Piore, Specialist in Industrial Communities,
U.S.O. Division of the National Board, Y.W.C.A.

SELECTION OF DATA This monthly Digest attempts to bring together for U.S.O. staff workers a convenient brief summary of pertinent current information on the wartime employment of women. Information vital to U.S.O. work is scattered through periodicals, publications, and newspapers that come to our attention, primarily from government sources; and while this Digest cannot of course pretend to be an exhaustive and scholarly coverage of the field, it does try to pull this information together "under one roof" and under convenient subject headings. Information sources for each article included in the Digest are placed at the head of the article and should serve to evaluate reliability or possible bias. Selection of material for inclusion in the Digest is determined first by the need for such general information related to the wartime employment of women as will enable U.S.O. staff to plan operations, initiate program, and participate intelligently in community efforts to cope with recreation and welfare problems; and second the need, as indicated by specific requests or by concerns expressed in field reports, for special information related to particular problems and to programs of public and other private agencies.

THE U.S.O. IN INDUSTRIAL AREAS As war production makes deeper inroads on our manpower resources and we move into a program of stringent manpower controls, the U.S.O.'s responsibilities in war-production areas are intensified. Our deep concern for the problems faced by war workers is underscored now by the realization that sheer, cold productivity considerations require the utmost attention to factors on the job and in the community affecting the health and welfare of production workers. We are facing growing absenteeism, tardiness, quits, man hours lost through fatigue and accidents, and a whole complex of domestic, nutritional, shopping and other service disruptions accompanying the social dislocation of homes and communities.

USING THE DIGEST An intelligent understanding of problems facing the women and girls and families of war-production workers who are our constituents is essential if we hope to contribute to the solution of these problems. This understanding must be shared by the volunteer committees working with our staff on the one hand, and by our constituents on the other. It is essential also that understanding of the problems be implemented by current up-to-date information about wartime employment of women, and about existing and planned-for services on the part of other private and public agencies to meet these needs, if our work is to dovetail with programs which from now on will be rapidly developed by the federal government and on a local level.

We hope that the "Digest of Information on Wartime Employment of Women" will provide that information.

DIGEST OF INFORMATION ON WARTIME EMPLOYMENT OF WOMEN

February, 1943

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I. INFORMATION ON THE LABOR MARKET AND THE WAR MANPOWER SITUATION

INDUSTRIAL-AREA CLASSIFICATION LISTS RELEASED BY WAR MANPOWER COMMISSION

Source: Office of War Information
War Manpower Commission
Release, January 4, 1943

REVISED CLASSIFICATION ADOPTED A revised classification of industrial areas was issued by the War Manpower Commission on January 4, for the guidance of the War Production Board and government procurement agencies in placing war contracts with consideration for manpower factors. The commission emphasized that officials in negotiating procurement contracts are guided by many considerations, of which manpower is only one. The ability of a concern to deliver or perform a contract on time, and to fill a contract with a minimum amount of new machinery or equipment, and other factors are likewise important.

FOUR GROUPS Industrial areas are now classified into four groups: Group I, areas of current acute labor shortage; Group II, areas of current balance of labor supply and demand; Group III, areas of anticipated balance of labor supply and demand, in six months, with presently adequate labor supply; and Group IV, areas of labor surplus. Production areas were formerly grouped in only three classifications: Group I, areas of labor shortage; Group II, areas of anticipated labor shortage; and Group III, areas of labor surplus. The modifications in standards for classifying areas have been made in order to make classifications more useful to procurement authorities and to prevent undue hardships to potential suppliers.

272 AREAS NOW LISTED The total number of industrial areas now classified by the War Manpower Commission is 272. The areas comprize every city in the country of 50,000 or more population and every smaller city where 5,000 or more workers must be added to meet peak production demands.

GROUP I

31 AREAS OF CURRENT ACUTE LABOR SHORTAGE Thirty-one areas are listed in Group I, which consists of areas in which no renewal of contracts should be made, and no new contracts should be placed if alternative facilities for their production are available elsewhere. This group includes (1) all areas in which the current labor requirements cannot be met except through the release of workers now employed in production for which facilities exist elsewhere; (2) all areas where labor requirements have been or are being met only through substantial necessary in-migration, or where large-scale special recruitment programs have been or are immediately necessary to draw upon reserves of women and other individuals not customarily in the labor market.

- Alabama
  - Mobile
- California
  - San Diego
- Connecticut
  - Bridgeport
  - Hartford
  - New Britain
  - Waterbury
- District of Columbia
  - Washington
- Florida
  - Panama City
- Georgia
  - Brunswick
  - Macon
- Kansas
  - Wichita
- Maryland
  - Baltimore
  - Elkton
- Massachusetts
  - Springfield
- Michigan
  - Detroit
- Mississippi
  - Pascagoula
- Nevada
  - Las Vegas
- New York
  - Buffalo
- North Carolina
  - Elizabeth City
- Ohio
  - Akron
  - Dayton
- Oregon
  - Portland
- Rhode Island
  - Newport
- South Carolina
  - Charleston
- Utah
  - Ogden
- Virginia
  - Hampton Roads
- Washington
  - Seattle
- Wisconsin
  - Manitowoc
  - Sturgeon Bay
- Wyoming
  - Cheyenne

GROUP II

95 AREAS OF CURRENT BALANCE OF LABOR SUPPLY AND DEMAND

Ninety-five areas are included in Group II, defined as areas in which only renewals of contracts at the present level of production (requiring no additional workers) should be made, and in which no new contracts should be placed if alternative facilities for their production exist elsewhere. This group includes (1) all areas in which substantial in-migration, taxing present community facilities, will be necessary to meet presently known labor requirements: (2) all areas where large-scale special recruitment programs will be necessary to meet presently known labor requirements, drawing upon reserves of women and other individuals not customarily in the labor market; (3) all areas which are at peak employment and whose labor requirements have been met only through substantial necessary in-migration or large-scale recruitment programs.

Note: Each labor market area is listed under the name of one city. The area includes not only the city names, but also takes in nearby communities which should be grouped together as a natural area.

Alabama
- Huntsville
- Talladega

Arizona
- Phoenix

Arkansas
- Pine Bluff

California
- San Bernadino
- San Francisco
- Stockton

Colorado
- Pueblo

Connecticut
- Meriden
- New Haven
- New London
- Stamford

Delaware
- Wilmington

Florida
- Tampa

Georgia
- Savannah

Idaho
- Pocatello

Illinois
- Joliet
- Moline
- Springfield
- Sterling

Indiana
- Evansville
- Gary
- Michigan City
- Terre Haute

Iowa
- Burlington

Kansas
- Parsons

Kentucky
- Louisville

Maine
- Bath
- Portland

Maryland
- Hagerstown

Massachusetts
- Brockton
- Greenfield
- New Bedford
- Pittsfield

Michigan
- Adrian
- Battle Creek
- Benton Harbor
- Flint
- Jackson
- Lansing
- Muskegon
- Pontiac
- Saginaw

New Hampshire
- Claremont
- Portsmouth

New Jersey
- Jersey City
- Long Branch
- Morristown
- Newark
- Paterson
- Perth Amboy
- Trenton

New York
- Albany
- Elmira
- Rochester
- Utica

Nebraska
- Grand Island

North Carolina
- Wilmington

Ohio
- Canton
- Cleveland
- Columbus
- Fremont
- Hamilton
- Lima
- Lorain
- Marion
- Piqua
- Sandusky
- Warren

Oklahoma
- Chateau
- McAlester

Pennsylvania
- Aliquippa
- Allentown
- Berwick
- Erie
- Harrisburg
- Lancaster
- Lebanon
- New Castle
- Philadelphia
- Pittsburgh
- Pottstown-Reading
- Washington
- Williamsport
- York

Tennessee
- Bristol

Texas
- Beaumont
- Dallas
- Texarkana

Utah
- Provo
- Salt Lake City

Washington
- Everett
- Spokane

West Virginia
- Point Pleasant

Wisconsin
- Milwaukee

GROUP III

61 AREAS OF ANTICIPATED BALANCED LABOR SUPPLY AND DEMAND

Sixty-one areas are listed in Group III, defined as areas in which renewals of contracts at present level of production should be made and in which new contracts may be placed providing such contracts are to be completed within six months. This group includes all areas where presently known labor requirements for the next six months can be met with relatively little in-migration or use of individuals not customarily in the labor market.

Alabama
- Florence

California
- Fresno
- Los Angeles
- San Jose

Colorado
- Denver

Connecticut
- Norwalk

Florida
- Jacksonville

Georgia
- Atlanta

Illinois
- Aurora
- Chicago
- Rockford

Indiana
- Bloomington
- Fort Wayne
- Indianapolis
- Richmond
- South Bend

Iowa
- Cedar Rapids
- Des Moines

Louisiana
- New Orleans

Maryland
- Cumberland

Massachusetts
- Worcester

Minnesota
- Duluth
- Twin Cities

Mississippi
- Aberdeen

Missouri
- Kansas City
- St. Louis

Nebraska
- Omaha

New Jersey
- Atlantic City

New York
- Auburn
- Batavia
- Binghamton
- Dunkirk
- Jamestown
- Kingston
- Newburgh
- Poughkeepsie
- Sidney
- Syracuse
- Watertown

North Carolina
- Charlotte

Ohio
- Cincinnati
- East Liverpool
- Fostoria
- Mansfield
- Toledo
- Youngstown

Oklahoma
- Oklahoma City
- Tulsa

Pennsylvania
- Johnstown

Rhode Island
- Providence

South Dakota
- Sioux Falls

Tennessee
- Memphis

Texas
- Amarillo
- Corpus Christi
- Galveston
- Houston
- San Antonio
- Waco

Wisconsin
- Eau Claire
- Madison
- Racine

GROUP IV

85 AREAS OF LABOR SURPLUS

Eighty-five areas were listed in Group IV, tentatively designated by the War Manpower Commission as plentiful labor areas in which all possible effort should be made to renew contracts, place new contracts, and locate new production facilities. This group is further defined as including all areas in which available labor supply is not fully utilized on essential civilian or war production, or in which a substantial surplus of workers exists.

Alabama
Birmingham
Montgomery

Arkansas
Fort Smith
Little Rock

Connecticut
Middletown
Torrington

Florida
Miami
St. Petersburg

Georgia
Augusta
Columbus
Rome

Illinois
Bloomington
Danville
Galesburg
Herrin
Peoria
Quincy

Indiana
Muncie

Iowa
Sioux City

Kentucky
Lexington
Owensboro
Paducah

Louisiana
Alexandria
Baton Rouge
Monroe
Shreveport

Maine
Bangor
Lewiston

Massachusetts
Boston
Fall River
Fitchburg
Haverhill
Lowell
Salem
Taunton

Michigan
Grand Rapids
Kalamazoo

Mississippi
Jackson
Vicksburg

Missouri
Cape Girardeau
Joplin
St. Joseph
Springfield

Montana
Billings

Nebraska
Lincoln

New Hampshire
Concord
Manchester
Nashua

New Mexico
Albuquerque

New York
Central Long Island
New York
Yonkers

North Carolina
Asheville
Durham
Greensboro-Winston-Salem
Rocky Mount

Ohio
Coshocton
Portsmouth
Steubenville
Zanesville

Pennsylvania
Altoona
Scranton

South Carolina
Columbia
Greenville

Tennessee
Chattanooga
Knoxville
Nashville

Texas
Abilene
El Paso
Laredo
Lubbock
San Angelo
Wichita Falls

Vermont
Burlington

Virginia
Richmond
Roanoke
Danville
Lynchburg

West Virginia
Charleston
Huntington
Parkersburg
Wheeling

Wisconsin
Oshkosh
La Crosse
Sheboygan

TOTAL MANPOWER REQUIREMENTS IN 1943

Source: Office of War Information
War Manpower Commission
Release, December 13, 1942

63,200,000 PAIRS OF HANDS NEEDED IN U.S. IN 1943

Two years after Pearl Harbor Uncle Sam will need a record labor force - 63,200,000 pairs of hands - to wage the war, make the munitions of war and to raise the food to keep the home hearth blazing, the War Manpower Commission estimates. By the end of 1943 or early in 1944 the commission expects that 9,700,000 citizens will be in the armed forces, 20,000,000 in war industry, 19,600,000 in civilian industry, 7,900,000 in year-round farm work and the remainder in miscellaneous occupations. Additional millions will be needed seasonally in the various agricultural areas. As this country tackles the biggest personnel job in history, we must recognize that millions of workers, forsaking the habits of a lifetime, must be recruited from nonwar industry and minority groups and among the handicapped persons, married women, students and older persons who would not normally be engaged in any occupation.

STEADILY GROWING LABOR SHORTAGES

Out of 270 industrial areas surveyed, the War Manpower Commission found that 102 now are afflicted with shortages, 77 anticipate shortages, and 91 have a surplus of labor. The areas comprise every city in the country of 50,000 or more population and every smaller city where 5,000 or more workers must be added to meet peak production demands. Although the highly industrialized cities of the Northeast and Pacific Coast are the hardest hit, the shortage area list includes one or more communities in 36 states from New York to California and from Michigan to Arkansas.

MANPOWER PROBLEM A LOCAL PROBLEM

From such figures the commission draws the conclusion that the manpower problem is a local problem, or rather a network of local problems, and cannot be solved on a national basis. It points to the paradox that four Alabama cities - Florence, Huntsville, Mobile and Talladega - have the "help wanted" sign out, for example, while Birmingham and Montgomery have surpluses. New York's Buffalo, Elmira and Massena, to cite another instance, are begging for help at a time when New York City, Yonkers and Central Long Island towns are faced with considerable unemployment. The "automobile cities" of Michigan - Detroit, Pontiac, Flint and Lansing - are beating the bushes for skilled labor while men haunt the employment offices in the furniture center of Grand Rapids.

MIGRATION NO SOLUTION

The Manpower Commission emphasizes, however, that the situation cannot be met by migrations of workers from Birmingham to Mobile or New York City to Buffalo. Almost every major war center now existing is crowded to the eaves - houses are almost impossible to find, transportation systems are loaded to the breaking point, sanitation facilities are becoming inadequate.

COMMUNITY CASE HISTORY

The case history of one community is cited as typical of what many cities are facing; this community already has imported thousands of workers and placed a heavy strain on its housing and transportation facilities, but must take on 55,000 more workers in the next year. Although there has been a partial relaxation of restrictions, some firms still continue in a refusal to hire Negro labor. Some plants are hiring white women to replace men called into the armed forces, but few offer opportunities to Negro women. If this community expects to fill its war contracts it must (1) transfer personnel from nonwar jobs to war production; (2) utilize fully its Negroes and other minority groups; (3) encourage employment of women and handicapped workers; (4) provide for adequate housing and transportation for indispensable in-migrants, and (5) expand its job breakdowns, in-plant training and cooperation between placement and training officials.

THE EMPLOYMENT STABILIZATION PROGRAM

Source: Office of War Information
War Manpower Commission
Release, December 31, 1942

ORGANIZING AMERICAN MANPOWER The program of supplying the necessary manpower to run the war plants throughout the nation has been undergoing evolutionary change since June 1940, when President Roosevelt set up the National Defense Advisory Council. Today the various programs of the War Manpower Commission form a pattern which make it possible to see how the problem will be met. After a year at war the United States has streamlined its manpower program and has the plans for seeing that every man and every woman is enabled to do his utmost, personally, to help win this war. The demands of our war production, added to the demands of our armed forces, have made it necessary to harness the abilities of the American men and women in the most efficient way.

JOB STABILIZATION All over the country today workers and their employers are listening to a new term - job control, or job stabilization and are wondering how it will affect them. Some have heard it described as "job freezing" and are apprehensive. Job control, or stabilization, a new term and a new problem in a nation used to having plenty of workers, is a device to enable each war plant and community to make the fullest use of its labor - potential as well as present working force. It is based upon policies the National Management-Labor Policy Committee of the War Manpower Commission has recommended. It is implemented locally only after thorough consultation with management and labor in an area war manpower committee.

PURPOSES OF MANPOWER CONTROL Within three months it is estimated some plan of manpower control will be in effect in every major industrial community in the United States. The purposes of manpower control are: (1) To protect war production from the disruption caused by employers pirating skilled workers from each other or by workers leaving one job to seek the higher wages offered by another, while at the same time providing means by which workers can change jobs if the change will help the war effort. (2) To enable each war plant to make the best use of the workers available, and to enable workers to use their highest skills. (3) To stop needless influxes of workers to areas where transportation, housing and health facilities are already taxed to the breaking point. (4) To provide adequate recruiting, training and upgrading programs for workers in every area.

HOW IT WORKS The first step in each community would be the appointment of an area director to represent the commission. This director would then organize a committee of recognized leaders of labor and industry in the community. This area war manpower committee would meet and draw up a program for stabilizing employment according to the peculiar local needs. Such a program will control the transfer of workers from one job to another in the 35 industries or activities which the War Manpower Commission has already designated as essential. No worker, under such job control, may transfer from one job to another without the approval of his employer or of the United States Employment Service. Each program provides circumstances under which an employe may transfer. The WMC employment stabilization, or job control, plan is designed to enable local citizens to work out the manpower controls for each area in much the same way as local citizens, sitting on Selective Service Boards, now direct induction of all local men into the armed forces. The WMC area committee - on which both the employe and employer has his representatives - works out a solution to the problems facing the community and provides a place where disagreements can be worked out.

II. INFORMATION ON WOMAN-LABOR SUPPLY AND DEMAND

ESTIMATES OF THE NUMBER OF WOMEN IN WARTIME EMPLOYMENT

Note: The number of women actually on production lines in war factories is constantly changing. Overall figures are largely estimates, and even these estimates are no longer descriptive the day after they are set down on paper. It should be remembered that many estimates include the clerical jobs in the plants and service employees, as well as production workers. The following are estimates prepared by various government agencies dealing with aspects of the womanpower problem.

* * *

THE NUMBER OF WOMEN FACTORY-WAGE EARNERS increased by more than a half million during the first year of war, Secretary of Labor Frances Perkins reported on December 13. This did not include office and other clerical employees, saleswomen, officials, technical and supervisory personnel. In mid-October there were about 3,200,000 women employed as factory-wage earners as compared with 2,700,000 in October 1941, she said. Over the same period total factory-wage earners increased from 11,400,000 to an all-time high of 12,700,000, which did not include government-operated establishments such as navy yards, arsenals, and the like. Although well over nine-tenths of the increase in factory-wage employment was in the durable goods industries, which traditionally employ relatively few women, female employment increased by 20% as compared with an increase of 9% for men.

THE DURABLE GOODS INDUSTRIES primarily devoted to war production, absorbed about four-fifths of the year's increase in female factory employment. The transportation equipment group led with a gain of 175,000 women - almost entirely due to increased hiring in aircraft plants. Before Pearl Harbor only about one in one hundred wage earners was a woman; today one in ten is. Large increases in female wage employment were also reported by the machinery industries (106,000) and by plants manufacturing iron and steel and their products (76,000).

IN THE NONDURABLE GOODS INDUSTRIES the number of women employed increased by 110,000 - largely in ammunition and explosive plants - while the number of men decreased by 34,000. To some extent this reflects the hiring of women to replace men who have shifted to the higher-paid, heavy war industries or entered the armed forces.

ESTABLISHMENTS MANUFACTURING APPAREL AND OTHER FINISHED FABRICS as in earlier years, continued to employ the largest proportion of female wage earners, 78%. Other industries in which large proportions of the wage earners were women were tobacco manufactures, 67%; textile-mill products, 47%; and leather and leather products, 44%.

Source: Office of War Information
U.S. Department of Labor
Release, December 13, 1942

2,800,000 ADDITIONAL WOMEN WORKERS NEEDED IN 1943

Three and a half million workers to replace men for the armed forces and half a million additional workers for the civilian labor force are the manpower requirements for 1943. Five-hundred thousand will come from the ranks of the unemployed; 700,000 from the natural increase in the labor force through population growth. Unless we can induce at least 2,800,000 women to accept employment in place of household or school duties we will be faced with a serious manpower shortage.

Source: Employment Security Review, December 1942
Reports and Analysis Division, Social
Security Board, Federal Security Agency

MANPOWER A LOCAL PROBLEM

National figures do not provide an adequate picture of the woman-power problem inasmuch as there is no national labor market, but rather a large number of distinct local labor markets, which vary greatly in terms of labor demand and supply. In certain of these local labor markets it will be necessary to augment the supply of workers by bringing into the labor market large numbers of women who are not customarily employed.

Source: Memorandum from the U.S. Employment
Service - War Manpower Commission
November 12, 1942

STILL SMALL PERCENTAGE AT WAR JOBS

At least two-million women are on all war jobs today, and there will probably be four million by December. About 14,000,000 women are working today - about 3,000,000 more than in the beginning of the defense program two years ago. As of today, less than one-fifth of the employed women are in war jobs. About 800,000 women are still unemployed and seeking work.

Source: Speech by Elizabeth Christmas,
Woman's Bureau, U.S. Department of Labor,
October 3, 1942

WOMEN TO BE ¼ OF ALL EMPLOYED WORKERS IN 1943

Six-million women, comprizing 30% of all war workers, will be producing supplies for the armed forces by the end of 1943. This figure triples that of December 1941, when only 1.4 million women were engaged in defense production. Most of the increase for 1942 resulted from conversion of civilian industries. In 1943, however, it will be necessary to recruit two million new women workers for war industries. In nonwar industries, where the employment of men is expected to decline by over ten million, the proportion of women employed will increase from 27% in 1941, to 45% in 1943. Similarly, almost half of the 700,000 men expected to be drawn from the farms will be replaced by women. By December 1943 this replacement will result in a ratio of ten women to every one hundred agricultural workers.

The influx of 5,400,000 women into the ranks of the employed from 1941 to 1943, coupled with a three million decline in the employment of men, is expected to increase the number of employed women from 12,600,000 to 18,000,000; and the proportion of women to all employed workers from one-fourth in 1941 to one-third in 1943.

Source: The Employment Security Review, December 1942.
Published by the Bureau of Employment Security,
Federal Security Agency

CLASSIFICATION OF THE U.S. LABOR FORCE PREPARED BY THE BUREAU OF LABOR STATISTICS AND THE BUREAU OF EMPLOYMENT SECURITY, OCTOBER 28, 1943

(In millions of persons)

CLASSIFICATION	DECEMBER 1941			DECEMBER 1942			DECEMBER 1943			INCREASE OF WOMEN IN THE LABOR FORCE 1941-43			
	Total	Female		Total	Female		Total	Female		Number		Percent	
		Number	Per cent		Number	Per cent		Number	Per cent	1941-43	1942-43	1941-43	1942-43
Labor force excluding armed forces....................	54.0	13.8	28	53.5	15.6	29	53.5	18.4	34	4.6	2.8	33.3	17.9
Unemployed................	3.8	1.2	32	1.5	.6	40	1.0	.4	40	-.8	-.2	-66.6	-33.3
Employed	50.2	12.6	25	52.0	15,0	29	52,5	18.0	34	5,4	3.0	42.8	20.0
Agriculture............	8.3	.5	6	8,1	.6	7	7.9	.8	10	.3	.2	60.0	33.3
Nonagriculture.........	41.9	12.1	29	43.9	14.4	33	44.6	17.2	39	5.1	2,8	42.1	19.4
Self-employed, proprietors and domestic servants.....	5.8	2.8	48	5.3	2.5	47	5.0	2.3	46	-.5	-.2	-17.9	-8.0
Employees............	36.1	9.3	26	38.6	11.9	31	39.6	14.9	38	5,6	3.0	60.2	25.2
War.................	6.9	1.4	20	17.5	4.0	23	20.0	6.0	30	4.6	2.0	328.5	50.0
Nonwar..............	29.2	7.9	27	21.1	7.9	37	19.6	8.9	45	1.0	1.0	12.6	12.6

Source: Employment Security Review, December 1942
Reports and Analysis Division, Social
Security Board, Federal Security Agency

EMPLOYMENT OF WOMEN IN ARTILLERY AMMUNITION

Source: Office of War Information
U.S. Department of Labor
Release, October 1, 1942

70% OF AMMUNITION WORKERS TO BE WOMEN A greater proportion of women in artillery ammunition plants and the extension of their employment to additional types of jobs is predicted on the basis of a report released by the Women's Bureau, United States Department of Labor, entitled "Women's Employment in Artillery Ammunition Plants, 1942." The report, based on a nation-wide field survey, concerns occupations, training, working conditions, and plans for future utilization of women workers in the loading of ammunition. The ammunition industry is already the largest employer of women of the major war industries. Officials in ten of the plants surveyed said that women will constitute about two-thirds or more of their labor force. The report forecasts a proportion of women in artillery ammunition bag-loading plants ranging as high as 70%. A much greater expansion of women's jobs is also said to be feasible on lines loading shells, particularly on the small sizes.

PROCESSES WOMEN PERFORM In all bag-loading plants women sewed, trimmed, counted, and inspected powder bags. More women could be used in loading operations, particularly in handling black powder, since their work thus far has been confined for the most part to the less hazardous smokeless powder. Women were employed in shell-loading plants, generally on lines handling 20-, 37-, and 60-mm. size shells. The type of work women did varied considerably from plant to plant, indicating that the proportion of women could be greatly increased in some operations. In one plant, for instance, women scooped powdered TNT into cups, weighed, check-weighed, and poured it into 60-mm. shells, while in another plant only men were employed on such operations in loading the same size shells. It is thought by certain plant officials that some women could be used successfully in loading 75-mm., 105-mm., or larger shells with men to do the heavy lifting.

Women were widely employed in loading, assembling, inspecting, and packing components. They were engaged, for example, in loading percussion elements for primers and in operations for loading detonators. They worked on many operations in assembling components such as fuses, primers, and boosters. In checking dimensions and weights women used micrometers, gages, and scales, and also operated arming machines to test whether fuses will operate when revolving at a certain number of revolutions per minute.

WAGE RATES In only two plants were women's minimum entrance rates the same as men's, the differential in favor of the men in half of the plants amounting to as much as 10 cents an hour. The beginning rate for women was at least 50 cents an hour in almost half the plants, with time and one-half for work in excess of 40 hours. The work schedule was generally 6 days a week, making the weekly hours 45 to 48.

EMPLOYMENT OF WOMEN IN AIRCRAFT ASSEMBLY

Source: Office of War Information
U.S. Department of Labor
Release, September 19, 1942

That a large proportion of women in aircraft production can be upgraded through training to fill positions requiring high degrees of skill and responsibility was reported by Secretary of Labor Frances Perkins in a statement based on results of a nation-wide field survey made by the Women's Bureau, U.S. Department of Labor,* in response to requests from aircraft plants for information on employment standards and jobs for women.

NUMBER OF WOMEN WORKERS

It was estimated that 250,000 women would be in the aircraft industry by the end of 1942, as compared to some 2,000 women production workers in aircraft assembly plants late in 1941. Due to varying factors in war production, many firms hesitated to estimate the numbers or proportions of women in their anticipated future personnel, but all the plants visited expected a steady growth in the number of women employees and the production activities assigned to them, indicating that at peak production the number of women would have increased 6 or 7 times the number in the early spring of 1942, Up to the present women were hired largely to increase growing production forces. However, they will be recruited in large numbers to replace young men going into military service. One company expected to take on 2,000 additional women riveters.

PROCESSES WOMEN PERFORM

Women work on most of the manufacturing processes that go into the fabrication and assembly of an airplane. They are now scattered through many departments as operators in the machine shop; fabricating and forming sheet metal; doing detailed and precision assembly in electrical, radio, instrument, tubing, and cable departments; building up minor and major assemblies of control surfaces for the wings, fuselage, empennage and final assembly; welding; working with plywood, fabrics, and soundproofing; helping in paint, heat-treat, plating, and anodizing departments; inspecting; working in tool and store rooms, and as part of the factory planning, clerical, and messenger services. In one plant where a woman operating a sensitive drill was pointed out as a recent substitute for a man, the leadman explained that on her first day she exceeded her predecessor's production, although he had been on the job for months, and that she has since maintained a daily output doubling his record of about 500 parts. A woman welder in another plant was reported as one of the most efficient in a group of men with whom she worked. She was paid a journeyman's rate of $1.32 an hour.

WAGE SCALE

Women are entering most of the aircraft plants on the same pay scale as men, the most usual rate being 60 cents an hour. A plant in the Midwest has announced its minimum rate for all productive workers as 95 cents an hour. Most women in the plants surveyed were working 48 hours and on the day shift. On this basis, with time and one-half for hours in excess of 40, their week's earnings would be $31.20, based on the 60-cent beginning rate. Women's work history in the industry was not long enough at the time of the survey for women to have hourly earnings much above the beginning rate, the report points out.

EMPLOYMENT POLICIES

The majority of plants reported a minimum hiring age of 18 years but usually stated that preference was given to women over 21. Some added that women from 25 to 40 years were preferred. Special employment policies in regard to family status, such as hiring only wives and daughters of men employees, are fast disappearing as the available labor supply dwindles.

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* Women's Employment in Aircraft Assembly Plants - Bulletin No. 192 - 1, Women's Bureau, U.S. Department of Labor, Washington, D. C., 1942

A MAJOR FIELD OF WOMAN EMPLOYMENT

As the aircraft subcontracting program gains momentum it will come into prominence as a major field of employment for women in war industries, according to field agents of the Women's Bureau, who visited plants manufacturing sheet metal subassemblies such as wing sections, exhaust engine manifolds and cowling. A few made oil tanks and gas tanks, bomber turrets, engine mounts and other parts. The superior workmanship of women on stainless-steel welding was commented on by an army inspector who had given women welding tests. Among them were former waitresses, teachers and office workers. One plant employed more than 100 women as acetylene gas welders. A great opportunity for women's employment exists in the subassembly plants because the parts and plane sections are comparatively small and because specialization in production has given rise to a breaking down of operations entailing much more repetitive work which women can learn easily and quickly.

III. INFORMATION ON STANDARDS AND POLICY ON THE EMPLOYMENT OF WOMEN

STATEMENT OF THE WAR MANPOWER COMMISSION POLICY ON WARTIME EMPLOYMENT OF WOMEN

Source: Employment Security Review, December 1942
Reports and Analysis Division, Social
Security Board, Federal Security Agency

Note: A statement of policy on the war recruitment, training and employment for women workers in wartime was issued by the War Manpower Commission on October 19, 1942, following the recommendation by the Women's Advisory and Management-Labor Policy Committees of the commission. This statement is here reproduced in full.

THE INCREASE IN OUR ARMED FORCES and the expansion of the war production program necessitate the maximum utilization of our labor resources. The present number of gainfully employed workers, both men and women, is inadequate to fill even the immediate requirements of the war production program. In many areas the lack of adequate housing and transportation facilities compels full use of the local labor supply. These considerations require that substantially increased numbers of women be employed in gainful occupations in war production and essential civilian employment, especially in areas of labor scarcity. The recruitment and training of women workers must be greatly expanded and intensified. In carrying out this program for the utilization of women workers, normal family life should be preserved and maintained to the maximum extent consistent with all-out production. The active cooperation of government agencies, educational institutions, management, labor, and women able to accept employment is essential.

To promote the rapid and orderly induction of women into the labor market and to insure their subsequent employment and training opportunities, the War Manpower Commission hereby declares as basic national policies for the recruitment, referral, training, and employment of women that:

RECRUITMENT AND REFERRAL OF WOMEN WORKERS: (a) Qualified women who are employed and who are registered in local offices of the United States Employment Service be referred to employment and training opportunities on a basis of equality with men, due regard being given to their qualifications for the available work, to the physical requirements of the occupations, and to working conditions;

(b) Women without children under 14 years of age be actively recruited for employment and training, but this principle shall not be construed to mean that women who are responsible for the care of young children and who desire work are to be deprived of an opportunity for training or employment;

(c) Special efforts to secure the employment of women with young children be deferred until all other sources of local labor supply have been exhausted, in order that established family life will not be unnecessarily disrupted;

(d) In those areas in which industrial concentration and lack of housing, transportation, and other community facilities compels the fullest utilization of every labor resource in the locality, every effort be made to utilize fully women qualified and able to contribute to war production or essential civilian employment before workers are recruited from outside the locality;

(e) Adequate facilities be provided for the care of the children of working mothers, which facilities should be developed as approved community projects and not under the auspices of individual employers or employer groups;

(f) Every effort be made to recruit and refer women, including older women, for employment or training on the basis of their qualifications for an occupation without discrimination because of race, national origin, or creed.

TRAINING OF WOMEN WORKERS

(a) Where pre-employment training is desirable and employment opportunities are or will be available, women be referred to war production pre-employment training courses conducted by public vocational schools on a basis of equality with men; that is, on the basis of their qualification for the occupation in which training is offered, due consideration being given to the physical requirements of the occupation;

(b) Women be admitted on a basis of equality with men to enrollment in the engineering, science, and management war training program conducted by colleges, universities, and technical schools in cooperation with the United States Office of Education.

(c) Women workers now employed be encouraged to enroll in supplementary war training courses conducted by public vocational schools, in order that a greater number of women may prepare themselves for additional responsibilities and for upgrading within the plant;

(d) Women participate equally with men in plant training programs. Such programs should include adequate induction training, on-the-job training, upgrading, training for women foremen and supervisors, and technical training.

EMPLOYMENT OF WOMEN WORKERS

(a) Management and labor organizations remove all barriers to the employment of women in any occupation for which they are or can be fitted;

(b) Every method available be utilized to assure that women workers be completely accepted as a part of the nation's manpower needed for all-out production;

(c) In order to provide a basis for efficient selection of women for training and job assignment and to increase the number of women employed, management immediately analyze all occupations within the plant from the unskilled to the technical levels; determine the types of work that women could do; take steps to prepare the plant for the maximum employment of women; consult with its supervisory staff and representatives of its employees' labor organizations in order to promote acceptance of women as co-workers and to help new women employees adjust to their working environment; and periodically review practices and policies and make such additional adjustments as are necessary to obtain full utilization of women;

(d) Wage rates, including the entrance rate, be determined for all workers on the basis of the work performed, irrespective of sex;

(e) The following basic principles whether or not incorporated in state laws and regulations be applied and preserved in order to promote maximum production efficiency and to safeguard the health and welfare of women workers:

(1) One day of rest in seven;

(2) An 8-hour shift and a maximum 48-hour week, except to the extent that temporary exemptions under adequate safeguards are necessary to meet emergencies;

(3) Adequate meal and rest periods and proper facilities therefore; adequate medical care and other safeguards for health and safety.

(f) Every reasonable effort be made to adjust assignments to shifts of women with young children, in such manner as will cause the least disruption in their family life.

WOMEN ABLE TO ACCEPT EMPLOYMENT (a) Upon advice from a representative of the War Manpower Commission that additional women workers are required in their locality because of existing or imminent labor shortages, all women able to accept employment register for employment or training with the nearest local office of the United States Employment Service;

(b) Women interested in work outside their locality not leave their own community in search of work or training in another community without:

(1) Registering for employment at the nearest local office of the United States Employment Service; and

(2) Securing advice from such office that work or training is available.

UNION ATTITUDES TOWARD WOMEN WORKERS

Source: Employment Security Review, December 1942
Reports and Analysis Division, Social
Security Board, Federal Security Agency

ORGANIZED LABOR Organized labor recognizes the need for bringing millions of women into the labor force, and by and large, organized labor can be counted upon to raise no serious obstacles to the employment of women during this war.

THE AMERICAN FEDERATION OF LABOR

The American Federation of Labor adopted this resolution on women at its convention in Toronto, Canada, in October of this year: "Millions of women will enter industry this year. Their service to their country, to their immediate community, and to the general welfare is enriched and improved, we believe, to the degree to which they participate with full understanding in the constructive programs of their respective unions.

"Their participation in our bona fide trade unions in such occupations in which they are being called to serve is a matter of deepest concern to our movement....Every possible encouragement and assistance should be granted to unions seeking to enlist women in our movement."

THE CONGRESS OF INDUSTRIAL ORGANIZATION

Philip Murray, president of the Congress of Industrial Organizations, states: "The Congress of Industrial Organizations has no bars restricting the admission of women to its unions. Our constitution calls for the organization of all working men and women without discrimination, and our unions grant full membership rights to women workers, demanding equal pay for them for equal work.

"Particularly during this war we welcome the employment of women in war production, to take the places of men who are called into the armed forces, and our unions are eager to enroll them into their ranks and give them all the benefits which unionism can bring."

SAFEGUARDING STANDARDS

There has been a widespread impression that organized labor has taken a definite and arbitrary stand toward the utilization of women in the field of industrial production, that labor unions will not accept women into membership, even protesting their inclusion among the ranks of specialized industrial crafts. What was commonly interpreted as an objection by labor to the employment of women in industry was, in a strict sense, a concern rather than an objection. The unions, in order to safeguard the wage levels which they had worked many years in establishing, strenuously objected to any attempt that might lead to the exploitation of women so as to lower existing wage levels. Even before the War Labor Board indicated that from now on it would regularly rule that women were entitled to the same pay as men, when they performed the same work and did it just as well, some labor unions had already removed or altered regulations which in any way denied women membership in their ranks. Knowing the views expressed by the War Labor Board, and that management in many industries has accepted women, other labor unions immediately began to accept them as members, providing they were able to meet the requirements.

APPRENTICESHIP REQUIREMENTS

There are, however, a few unions whose members are made up entirely of journeymen or skilled craftsmen who have completed prescribed courses and terms of apprenticeship. The apprenticeships sometimes require as much as four years of training, during which time the apprentice can have no union standing. Few women can, at the present time, meet these requirements, not because of their sex, but because of limitations of training to acquire skill. Nevertheless, if they wish to serve the full apprenticeship they will be permitted to join the unions.

MUNITIONS INDUSTRY

The largest employer of women at the present time is the munitions industry, which expects women to constitute eventually two-thirds or more of its labor force. These women have been given collective bargaining status by the unions without reservation. Some of the larger unions, particularly those serving the metal trades, had accepted women prior to the war and are continuing to enroll them when they are qualified. The boilermakers' union barred women before the war, but is now accepting them.

IV. INFORMATION ON EMPLOYMENT PRACTICES, JOB CONDITIONS AND INDUSTRIAL PROBLEMS RELATING TO WOMEN IN WAR JOBS

HOW CAN WE RECRUIT AND TRAIN 2,800,000 WOMEN?

Source: Employment Security Review, December 1942
Article by Sara Southall, Assistant Director
in Charge of the Utilization of Women; War
Manpower Commission

How can we recruit and train from the 7 million available women the additional 2.8 million that will be needed to man our machines in 1943? It's up to the local offices of the United States Employment Service as the operating unit of the WMC to:

END DISCRIMINATION Persuade management and labor organizations to let down the bars which now obstruct both the employment and recruitment of women. Here the local offices can point out the scarcity of male labor, the necessity for employment of women in given localities to prevent excessive in-migration, and the working ability of women.

JOB ANALYSIS Emphasize to management the necessity for an immediate analysis of every job in every plant to see what jobs women can perform. This may call for a complete survey of plant facilities, thorough reorganization and utilization of new equipment, and the cooperation of factory personnel and labor organizations in the acceptance of women. Local offices can, through use of such reports as "Occupations Suitable for Women," "The Employment of Women in War Production," and through specific examples of the successful use of women in industry, prove to employers that women can be used to replace men in a great many jobs.

EQUAL PAY Make every attempt to secure acceptance of the War Manpower Commission's policy that "wage rates, including the entrance rate, be determined for all workers on the basis of the work performed, irrespective of sex." Although the War Labor Board has endorsed this policy in several decisions, it is still not observed in many places. If adhered to, not only will the policy be an aid in the recruitment of women, but it will prevent the general reduction in all wages which is bound to follow if a "double standard" is permitted.

PROPER TIMING OF RECRUITING PROGRAMS Locate and recruit the women in those areas where they are needed. Many of them are aware of the manpower problem, but await leadership to show them where job opportunities exist; others are entirely unaware of the immensity of the problem, even when it exists in their own locality, and must be persuaded to join up. The local offices should first find the jobs and then find the women to fill them. The question of proper timing is, however, extremely important. No cry of "wolf!" should be raised lest the reserves fail to respond when actually needed. Registration campaigns and widespread publicity should likewise not be undertaken until the regional or area Manpower director has obtained employer agreement indicating specific willingness to hire women, as for example, employer orders with the Employment Service.

INSTRUCTIONS FOR WOMEN SEEKING WAR JOBS

Source: Office of War Information
Release, December 18, 1942

The need of government and of private industry for women workers and the opportunities for their training and employment are described in War Jobs for Women, a pamphlet recently put out by the Office of War Information.

This country has not yet reached the situation where women everywhere are needed for all sorts of work. Employment of women is still a local question which must be dealt with according to the need and supply of womanpower in the community. In crowded war-industry areas the aim obviously must be to drain every bit of local supply before calling in new labor which would create further overcrowding. Women now employed on war jobs are advised that they can best serve by staying where they are. Women not now employed should first investigate all possibilities within their own communities and should move to other communities only with the advice of their U.S. Employment Service office. Mothers of young children are reminded again that their first responsibility lies in their own homes, yet the statement is made that when their employment is a war necessity their communities should provide adequate day care.

In general the following instructions are given for women seeking war jobs:

VOLUNTEER WORK If you wish to volunteer for unpaid patriotic work go to your Volunteer Civilian Defense office, says the pamphlet, and women are informed how to apply for necessary volunteer work with the Office of Civilian Defense, the American Red Cross, the U.S.O. and various civic clubs. "Women should be thinking in terms of going into fulltime work and carrying along many of their volunteer activities as side lines. This has been done in England. It can be done here by careful planning."

PAID CIVILIAN JOBS For opportunities to work for pay in war industries or in the essential civilian services consult your nearest U.S. Employment Service office. The USES and the War Training Program are described in the pamphlet which also lists typical essential industries and tells how women fit into them. It discusses further the needs and opportunities for women in business and the professions.

GOVERNMENT JOBS Follow civil service announcements through your local post office. The work of the U.S. Civil Service Commission is explained and types of jobs open to women in the federal service are listed, including the tremendous scope of jobs filled by the Regional Civil Service Office in war munitions plants and navy yards and depots.

ARMED SERVICES Qualifications for admission to the Women's Auxiliaries to the Armed services as well as the opportunities and the pay offered are included in the pamphlet.

TRAINING WOMEN FOR WAR JOBS

Sources: *Employment Security Review*, December 1942
Reports and Analysis Division, Social
Security Board, Federal Security Agency and
Speech by Miss Thelma McKelvey, Woman's
Labor Supply Service, War Manpower
Commission, June 15, 1942

RECRUITING WOMEN TRAINEES The gradual relaxation of traditional taboos against women in production jobs in most industries, and the increasing interest of women in acquiring new types of skills, are reflected in the increase of women enrollments in war-training programs. However, during the past six months public employment offices in many areas have been finding it more and more difficult to recruit trainees, both men and women, for free but unpaid pre-employment training. Many women who are anxious to leave their white-collar, domestic and service jobs to participate more actively in the war effort, cannot afford to support themselves during the training period. It has been found that the payment of beginning wages facilitates recruitment of both men and women. Solution of the problem of recruiting women trainees hinges on three factors: (1) the ability of the local offices to contact women who might be willing to take jobs, and to induce them to undergo training in preparation for job openings; (2) whether, in areas where there is a plenitude of unskilled jobs open to women, they will be paid during their training period; and (3) whether there will be job openings when their training has been completed. The lowering of the Selective Service age limit to 18 will further reduce the number of potential male trainees, and there will consequently be an even greater need for women trainees in pre-employment courses.

POLICY OF THE WAR MANPOWER COMMISSION The War Production Board and the War Manpower Commission advocate the opening up of training opportunities in existing classes in the public vocational schools to thousands of additional women. The operating policy specifically states that women are to be referred to the government's training classes on the same basis as men; that is, on the basis of occupational specifications and the physical requirements of the jobs. To do the jobs that men do, women should have exactly the same training that men have, and there is no need for a duplication of effort in separate classes.

Fundamental to an organized use of labor resources, of which women are the most acceptable, is the fullest utilization of all the local labor supply. Applying this principle to the progressive use of women during this war period, local women must be referred to training and employment, in each war-industry community, in order to prevent congestion in housing, transportation and other community facilities. Carrying this one step further, the government stands committed to the fundamental policy that women who have been working in civilian industry, but who have been displaced because of the curtailment of material for nonessential production, must be the first group to be trained and re-employed. Our first concern necessarily has been to give those unemployed due to conversion of industries the first opportunity for training and employment. The next step is to bring women unaccustomed to industrial work into the labor market and to extend training facilities to them.

THE GOVERNMENT VOCATIONAL TRAINING PROGRAM There are three major training programs which are available to both men and women. The first program started was the Defense Vocational Training Program, financed by the federal government, which has trained and re-trained almost 4,000,000 men and women for war-production work in the public vocational school facilities in the nation. There are two types of courses under this program - pre-employment courses, and supplementary courses. In December, 1941, only 6,000 women were enrolled in the pre-employment classes in the Vocational Education for National Defense program. By August 1942, 45,500 women were enrolled in these classes (now called Vocational Training for War Workers). It is safe to predict that women will constitute 50% or more of the pre-employment trainees by mid-1943. The bulk of public vocational training is offered by the VTWW (Vocational Training for War Workers). Since women are just beginning to be trained for industrial jobs formerly filled only by men, a great many more women are taking pre-employment than supplementary classes. However, increasing numbers of women are attending supplementary classes at night.

OTHER TRAINING PROGRAMS The National Youth Administration has recently reorganized its program so that all of its facilities are devoted to training for war jobs. During August, 1942, an average of 74,000 youths were employed on NYA War Production Training Projects, of whom 38% were women. The Engineering, Science and Management War Training Program in universities and colleges provides highly specialized instruction in short, intensive courses. Only 7.5% of total registrants since the start of this program have been women. The War and Navy Department submitting training programs also make a substantial contribution to public training. Ordnance inspection, assembly work and machine operator training is offered to women in many government arsenals and navy yards.

TRAINING-WITHIN-INDUSTRY Probably the most important and most effective technique for equipping unskilled and partially skilled persons to do a new job or acquire a new skill is on-the-job training in industrial plants. The "Training-Within-Industry" program has advocated, promoted, and worked with plant management and labor groups throughout the country in developing more extensive plant training programs. As a result many of the major industrial plants rely on "on-the-job" training for the rapid assimilation of their workers and to increase the efficiency and productivity of workers. The Training-Within-Industry program goes much further than the school program. After preliminary training the individual man or woman who is to perform a specific industrial operation must receive further supervision and training. It is the foreman, the assistant foreman, or the "boss" who must take charge of individuals starting out on a new job. In order that these older, experienced workers may be prepared to instruct a man or woman on a new job quickly, easily and effectively, the Job-Instructor-Training program has prepared thousands of foremen and supervisors in hundreds of plants as to "How to Instruct a Man on the Job." For every ten inexperienced production workers there should be one "supervisory person" able to instruct him as to how to do his job. "On-the-job-training" and "learning by doing" is also used to upgrade workers to higher skilled jobs as rapidly as their ability warrants and opportunities permit. "Learning by doing" will become more and more important as new inexperienced women workers are brought into the war plants. Frankly, the greatest possibility for their training will be obtained in this manner. This training can equip 70% of the new workers hired by industry.

EMPLOYMENT OF OLDER WOMEN WAR WORKERS

Source: Women's Bureau, U.S. Department of Labor
July 2, 1942

INDUSTRY URGED TO EMPLOY OLDER WOMEN

Calling on employers to recognize the assets of older women workers, Miss Mary Anderson, director of the Women's Bureau, U.S. Department of Labor, declared that a large number of older women are capable of work in war industries and civilian services and that their employment will release younger workers for more arduous tasks or for service in the armed forces.

ASSETS OF OLDER WOMEN WORKERS

"Some companies in hiring women have the policy of selecting only those in the 20 to 35 year age group," Miss Anderson said. "The Women's Bureau studies on the working woman indicate no need for a specified top age limit. Certainly 35 is far too low a limit. Although girls under 20 are employed in certain types of jobs, they should not be used in highly hazardous industries. Women in the higher age groups often have had years of experience and have considerable skill, judgement and reliability. They do not have young children. In fact the assets of these women are important in employment, especially in the war effort.

"Recently I visited a war plant where the youngest woman is a forelady about 40 years old. The women whom she supervises are all older, some considerably older, and they are particularly good for the hazardous work on which they are employed. They are excellent workers and have a minimum of accidents. Statistics show more accidents among the younger workers." Declaring that employers should take such points into consideration in employing women, Miss Anderson said that "in war industries there is need for speed and for young women in various processes, but there is also need on other jobs for the caution and stability displayed by older women."

REVISION OF JOB SPECIFICATIONS

In some areas where shortages are acute there has been a decided trend to revise job specifications in favor of older women, Miss Anderson said. In one such locality free defense training courses are given to women up to a tentative maximum of 50 years, although, according to the superintendent of vocational education, there is no definite age limit.

By way of illustrating the value of training to housewives who have never worked, Miss Anderson said, "There is the inspiring story of a woman 48 years old who enrolled in a defense class in an eastern city after her husband was lost in the sinking of one of our merchant marine ships in the Atlantic several months ago. Her youngest child is in high school, one son is in the armed forces, and a daughter works. This woman completed the course with a very high rating. She was hired immediately by a large aircraft company and in a few weeks advanced to inspector. She is now making $37.50 per week after working only a month or two and is most enthusiastic about her job. This woman had never worked outside her home before her husband's death."

INDUSTRIAL APTITUDES OF WOMEN

Source: Office of War Information
U.S. Department of Labor
Release, November 12, 1942

Women are replacing and supplementing men in many war-industry jobs without change or interruption in factory processes, according to surveys conducted by the Women's Bureau, U.S. Department of Labor. Industrial surveys show that no real distinction exists in war industries as to what constitutes a man's or a woman's job. Women work alongside men on the same or comparable jobs. It is not uncommon for a job to be performed by a woman on the day shift with men taking over on the night shift in a continuous production schedule. Women also perform work formerly done solely by men, often with no substantial change made in content or physical characteristics of the job.

JOBS WOMEN PERFORM New operations, on which neither men nor women had been previously employed in expanding industries, have caused a breakdown of traditional distinctions between men's and women's jobs, the surveys indicate. Another factor has been the breakdown of skilled processes to allow greater production per work unit. Men in some plants are working on jobs similar to those women always have done in peacetime industries. For instance men operate light drill presses in a gun plant, an operation which women have long performed in the electrical and small metal industries. The increased use of women in traditional men's jobs is found in the tool rooms of plants in various industries. Although practically no women were employed in tool rooms a year or so ago, they now are on a variety of machines in the manufacture of cutters, reamers, gages, jigs and fixtures - occupations formerly considered only for highly skilled tool and die makers and jig and fixture makers.

IN THE FIREARMS AND CANNON INDUSTRY are found the tool rooms employing the largest proportion of women according to a preliminary report. Women operate grinders, lathes, milling machines and shapers, and, in addition, are being trained in machine setup. The surveys also show that:

IN THE MANUFACTURE OF MACHINE TOOLS the horizon is beginning to widen for women. Already in a number of plants visited in this industry women are on operations for making machine-tool attachments, cutters, broaches, and other products including gages, calipers, and micrometers. Some firms reported plans for utilizing women in the manufacture of parts for machine tools proper in which women have been engaged only to a limited extent.

IN THE AIRCRAFT, AMMUNITION AND INSTRUMENTS INDUSTRIES women's success has become established in the last year. It is noteworthy that, in general, much of the work is with light materials, or the operations are such as require great care, as well as deft handling. Conservative estimates by the Women's Bureau in 1941 of the proportion of women who could be used have been far outstripped as shown in subsequent reports published in 1942 on aircraft and artillery ammunition plants. Women are now said to be working in every department of the big aircraft assembly plants. The work of men and women is closely parallel or identical on many jobs. It is not uncommon, for instance, for men and women to work together as aircraft riveting teams. In the major ammunition plants for shell and bag-loading, women also have taken their place with men in loading shells to 60-mm., and in the loading and assembling of components. A very uneven proportion of women has been observed, however, on similar operations from plant to plant, indicating that the labor supply in a particular area, rather than the occupation, may be a factor as to whether a man or woman performs a job.

The supply of labor is, of course, affecting civilian industries engaged in war work. Substantial increases in the proportion of women in the rubber, communications, electrical, food and clothing industries, all traditional women-employing industries, are occurring. On the other hand, considerable replacement of men by women seems inevitable in the transportation, mining, and lumber industries.

HEALTH AND SAFETY PROBLEMS OF WOMEN IN INDUSTRY

Source: Office of War Information
U.S. Department of Labor
Release, August 5, 1942

Protective measures for workers in war plants go a long way in preventing accident hazards and health problems such as oil dermatitis and effects of metallic dust, according to a bulletin released today by the Women's Bureau, U.S. Department of Labor. Entitled "Hazards to Women Employed in War Plants on Abrasive-Wheel Jobs," the bulletin urges that employers be required to show that they maintain healthful conditions of employment before they employ women on grinding, polishing, and buffing operations. Women have special and safety problems, the report reveals.

While dangers from cuts, abrasions, flying particles, broken wheels and repetitive motion are no more serious for women than for men, it is pointed out that compensation (based on wages) tends to be less for women than that paid for injury of similar severity to a man, because the wages of women are generally lower.

Protective hoods for abrasive wheels operating at high speed are advocated. Finger guards and goggles are said to offer excellent protection from accidents on all grinding operations. Rest periods and good-posture seats should be provided. Oil used in wet grinding may cause dermatitis, particularly of the hands, arms and thighs. Some authorities say that women are especially susceptible to such infections because their skin is tender. Ointments such as lanolin and castor oil form a protective coating when rubbed into the skin before work. In this connection clean work clothes, clean wiping cloths, and good washing facilities are important. Dermatitis of the thighs, the bulletin adds, is easily prevented by wearing impervious clothing that keeps the oil from reaching the undergarments. The necessity for local exhaust ventilation to combat the dust problem in all dry grinding, polishing, and buffing operation is stressed. Testing of exhaust systems to check on the effective removal of dust is said to be quite as important as correct installation.

Long and loose hair as worn by some women workers is considered a definite accident hazard. The bulletin recommends that suitable headwear, covering all the hair, but standing up from the head so that machinery cannot catch in the cap and then in the hair, should be provided and its wearing enforced.

Investigation by the Women's Bureau of occupations suitable for women in the war production of 1941-42 revealed that in metal plants with good dust collection methods and adequate protection from injury the occupations of grinding, polishing and buffing may be classed among the most desirable jobs for women.

CONTROL OF ABSENTEEISM AND LATENESS IN BRITISH ARMAMENT INDUSTRIES

Source: The Labor Market, September 1942
Reports and Analysis Division, Social
Security Board, Federal Security Agency

ABSENTEEISM AND LATENESS SPREADING IN U.S. INDUSTRY

Absenteeism is spreading throughout American industry. Long hours of work for men in numerous essential industries, beyond the optimum for most effective production, are gradually increasing the amount of absenteeism. As more and more women join the labor force, absenteeism grows in volume; experience abroad has indicated that absence from work is frequently at least 50% higher for women than for men. While a considerable portion of the absenteeism prevailing in many industries is justifiable, a significant amount arises out of laziness, indifference, hostility, or self-indulgence. Many workers, for example, take extra-long weekends beyond the time needed for physical recuperation, and in a number of industries, paydays are always followed by a very large volume of voluntary absences from work.

PROBLEM ACUTE IN ENGLAND BY 1941

This country has not yet reached the critical manpower stage, except in a few essential war industries in some areas, which calls for the adoption of governmental regulations designed to prevent and reduce absenteeism. England, however, reached that stage in 1941. An examination of her experience with this problem, and with the accompanying problem of tardiness for work, may be fruitful to the planning of the orderly and efficiently operated labor market which this country is striving to attain.

ATTEMPT TO MEET UNDERLYING CAUSES

The strain and stress of war pressure has produced a rising tide of absenteeism in British armament plants. Seven-day weeks of 60 hours, suspension of holidays, transportation problems, and absence of provision for food within the factory, have been primarily responsible for these conditions. In the interest of preventing absenteeism and lateness, the government recommended and was instrumental in introducing measures which have attacked the problem on all fronts. Three-shift working arrangements have replaced the longer hours of two-shift schedules.

Holidays and vacations have been restored. Transportation problems have been resolved by staggering hours, requisitioning houses or housing near the plant, and opening cafeterias and food counters at the place of work. At present, attempts are being made to provide special shopping opportunities for women employed fulltime.

GOVERNMENT CONTROL AND PENALIZATION OF ABSENTEEISM AND LATENESS

Prior to, and along with the introduction of measures aimed at the reduction or elimination of absenteeism and lateness, the British government, faced by the exhaustion of unemployed reserves and the pressing need to step up arms production, attempted to deal with these problems by disciplinary action. The Essential Work Order of March 5, 1941, which introduced control of separation in essential industries, also authorized a national service officer to issue formal directions ordering workers to refrain from being absent without leave or being persistently late. Before such direction was issued, however, the employer was required to file a formal complaint with the employment service. A national service officer was usually reluctant to issue directions. Instead, he enlisted the aid of the shop steward or the plant works committee in persuading the delinquent worker to desist from such practices. If this procedure failed, he then issued a formal direction ordering a worker to report at work regularly and on time. The worker had the right to appeal such a direction to a local appeal board. Only after the appeal board had made its recommendation could the national service officer issue a final direction, the violation of which would result in prosecution under the Defense Regulations.

This procedure was too cumbersome to have a strong disciplinary effect. Furthermore, the absence of an effective government policy for dealing with indiscipline of workers was further accentuated by a lack of clarity in the provisions of the essential work order governing absenteeism and lateness. The essential work order equivocally stated that an employer could report a worker to a national service officer for refusal to work a reasonable amount of overtime. It did not specify who decided what constituted reasonable overtime, and the unions opposed granting the employer the right of final decision on this point. Some employment service officials took the position that refusal to work overtime constituted absence without leave or reasonable excuse and was, therefore, a statutory offense. Workers in essential industries vigorously opposed attempts to impose compulsory overtime by invoking the absenteeism clause. During 1941 and early 1942 national service officers invoked their compulsory powers to effect prosecution only in cases of flagrant and continued violation.

REGULATIONS STRENGTHENED IN 1942

Early in 1942, the employment service recognized the ineffectiveness of the regulations in curbing absenteeism and lateness without permission. They were, therefore, corrected by an amendment of the Essential Work Order in March 1942 which empowered the national service officer to prosecute any worker absent without leave or persistently late, without the prerequisite of issuing a formal direction. The right of appeal by the worker was withdrawn. The new procedure greatly strengthened the power to correct indiscipline. Absence without permission or continued lateness was made an immediate statutory offense, subject only to prior referral to the works committee in a shop, in the event such a committee existed. Employers were required to keep records of absenteeism and lateness and report violators to the employment service. The new regulation did not, however, clarify the problem as to who decided what constituted reasonable amount of overtime and whether refusal to obey employer directions regarding overtime constituted absence without leave.

Evidence of the effect of this new regulation is meager because of the short period since its enactment. There is some evidence, however, that the employment service has enforced these regulations strictly. The prosecution of many young workers on these grounds has already aroused considerable opposition in the House of Commons where, on May 12, 1942, the employment service was strongly criticized on this point.

V. INFORMATION ON SOCIAL AND COMMUNITY FACTORS AFFECTING THE WELFARE AND EFFICIENCY OF WOMEN IN WAR JOBS

EFFECTS OF MANPOWER DEMANDS IN WAR-FACTORY TOWNS

Source: Office of War Information
War Manpower Commission
Release, December 27, 1942

THE WAY WE MAN OUR WAR FACTORIES is something that affects the daily life of every person in America's war-boom cities. Reviewing what has happened to these towns since Pearl Harbor, the War Manpower Commission suggests some ways these all-important communities may produce the most for war with the least dislocation to their diets, bus lines, recreation, health, hospitalization, education, property and landscapes.

IN APRIL, 1940, eight months after the Nazis overran Poland, the typical war boom town of today was just beginning to stir out of a long quiet and some old troubles. Businessmen saw a chance to reopen some factories, work on Allied orders, even to put a substantial number of people back to work. In Baltimore, Md., 417,000 of the 859,000 residents had jobs that month. In a medium-sized town, the same proportions would mean 50,000 employed out of 100,000. Those were the days when people had a second cup of coffee every morning before going to work or to shop. They got out the car and drove to the office, or missed the bus and caught the next one five minutes later. They put in a leisurely morning, ate a big lunch, really got down to work in the afternoon. Some of them got off half an hour early and bowled a game. In the evening they had friends in for a glass of beer and an argument, and if the friends stayed late they were invited to spend the night in the spare room because it was vacant. The children drifted off to school every morning and parents didn't pay much attention. The doctor came out to the house if anybody had a cold, and a person who broke a leg went to the hospital.

TWO YEARS LATER Two years have changed the face of the war-factory town. Unemployment is almost out of the picture, that's true. By July, 1942, Baltimore had 100,000 more people at work - 517,000 in all. Perhaps the smaller town is somewhat behind this and is just now reaching 60,000. That means it has 10,000 more people at work, and if the experience parallels Baltimore's, 7,000 of them came from out of town. The car is out of gasoline and the solid citizen has to ride the bus; and if his city is like many others some of the buses have been taken off his line to serve a factory district, and when one finally comes along he has to stand. His day at the office is busy because a lot of his friends have been drafted and others have gone into war industries. He chooses his lunch carefully not only because the government wants him to save meat but because thousands of extra people are eating at the same time and it's hard to feed them all. His bowling game is out because he gets off later and in the evening the bowling alleys are full. His spare room is let out in response to a request by the government, for the hundreds of new houses that have mushroomed aren't enough. The children come home from school to tell him how crowded it is and perhaps there is even talk of a second shift at school. The doctor may tell him over the phone what to do about his cold - the young medico is in the army now, and anyway the family physician has a lot of patients to take care of who weren't in town two years ago. The hospital tells people to get fixed up at home if they can.

HOW TO MEET MORE EXPANSION

Somebody in town is thinking about how many more workers the factories are going to need in the next six months. Suppose the figure is 6,000. Will 4,000 of them have to come from the other places? With resources already strained to the limit, it seems impossible there could be enough rooms, buses, theaters, restaurants, schools, hospitals for the old residents, the new workers and then 4,000 more. So what to do about it? The government says to see that everybody in town who can do a job helping to win the war is on that job. Here are some of the ways the War Manpower Commission has been suggesting to keep the wheels in motion without crowding war-production towns beyond endurance:

Get people out of unessential jobs into necessary war work.

Hire all hometown Negroes and other "minority" workers who are capable of doing the work.

Persuade women to take war jobs. Thousands of women in your town can handle war work and can do it without damage to their families' lives or their own.

Accept blind or maimed workers for jobs they can do.

Find decent homes and transportation for such workers as absolutely must be imported, so they won't leave and have to be replaced with others.

Work with the War Manpower Commission and its local agency, the United States Employment Service, to plan plant labor forces, to make orderly replacement of drafted men, to train new workers in the schools and inside the factories.

CRITICAL HOUSING SITUATION IN WAR-FACTORY TOWNS IN 1943

Source: Office of War Information
National Housing Agency
Release, December 29, 1942

(Note: While in general the progress made in the field of public housing in the last decade has found the wartime population of the United States with a greatly improved housing situation, an extremely critical housing shortage is arising in war-production centers where tremendous in-migrations of population have found the local community totally unprepared to shelter the men, women and families who man our war factories. The crisis is complicated by an apparently insoluble dilemma - on the one hand, new housing requires the use of essential war materials, of which there is already an acute shortage; on the other hand, unless the housing shortage can be kept from seriously crippling the manpower situation, the allocation of these precious war materials to production purposes will be nullified. Housing needs for manpower, and the allocation of priority materials for housing are now coordinated through the National Housing Authority, the War Manpower Commission and the War Production Board, and these three agencies will jointly determine what new construction will be undertaken in 1943. More effective conversion and Homes Use Programs will have to supplement limited new construction.

The operation of these programs, together with a report on our first year of federal rent control are discussed in the following pages, and are intended to provide background information for field staff.)

The close of 1942 finds all housing activity, both public and private, mobilized for war and concentrated on performing its function as an integral part of the nation's total war program, according to John B. Blandford, Jr., administrator of the National Housing Agency.

I. War Housing in 1942

NEW CONSTRUCTION During the past twelve months, a total of 278,000 new war-housing units of all types were completed under preference ratings with public and private funds. This sum included 150,000 family units of private war housing and 128,000 units of public war housing. An additional volume of private housing serving war needs was completed in the early months of the year without priorities assistance.

The 128,000 public war-housing units completed during 1942 included 80,000 family dwelling units, 8,000 war apartments for two-person families, 31,000 dormitories for single workers, and 9,000 trailer homes. Another 144,000 family dwelling units, 10,000 war apartments, 52,000 dormitory units, and 8,000 trailers are under construction. The public war housing in preconstruction development includes 99,000 family units, 18,000 war apartments, 24,000 dormitory accommodations, and 5,000 trailers.

More than 500,000 war workers and members of their families are now living in public war housing accomodations, and this number is increasing by more than 50,000 a month. The number of persons living in units designed for families of three or more persons exceeds 450,000, with the balance distributed among war apartments, dormitory units and trailers.

Dormitory and war apartments, both of which are self-contained units with cafeterias, infirmaries, and recreation centers, have been developed to fit a particular need in the expanding war production drive. These structures are designed principally for ship building and other overcrowded production areas where large numbers of single workers and couples are employed. They are not designed for families with children.

II. War Housing in 1943

UNDER CONSTRUCTION Under construction at the start of 1943 will be some 80,000 private family units and 214,000 units of public war housing. A total of 170,000 family units remain to be started by private builders during 1943 under the national priorities quota of 400,000 privately financed war-housing units. It is estimated that 170,000 additional units will be started in the first six months of 1943 out of funds presently available for public war housing. Of this total 146,000 units are already in pre-construction stages of development.

MINIMUM ESSENTIAL NEEDS As the country mustered its resources for war during 1942, many major abrupt changes in our economic and production structures resulted, all of which directly affected housing. As it became increasingly necessary to divert more of our critical materials to production of ships, planes, tanks, guns, cantonments and factories, the share of those materials available for new housing construction decreased. The War Production Board, which controls all materials, and the National Housing Agency are now in full accord on the place of housing in the war effort. This joint policy recognizes that a certain minimum of new housing for essential immigrant war workers is necessary to war production and that a portion of the scarce materials supply will be earmarked for this purpose. This agreement eliminates, for the duration, any new housing not directly contributing to winning the war. But the amount of materials that can be allocated to housing is not sufficient to meet the minimum needs with new structures. We must depend on our reservoir of existing housing to supply a large portion of the demand.

LOCATION OF NEW HOUSING

Since housing must be strictly rationed to meet only the need of essential immigrant war workers, the program for 1943 depends to a large extent on the size and complexion of the nation's war production schedules. War housing activities follow the course of war production. A large new plant opened in a rural area or small community will require more new housing than will a similar plant starting up in a larger populated center. As the strategy of a global war shifts, making changes in munition production schedules, so the manpower and housing needs fluctuate in the various localities serving the production industries.

HOMES USE SERVICE

To achieve a fuller use of this asset already at hand, the N.H.A. in October created a Homes Use Service. This department is responsible for a nation-wide program which includes (1) the full utilization of vacant dwellings and vacant space in structures as they stand, with special appeal to home owners to take in war workers, and (2) a conversion plan, under which suitable existing structures will be remodeled to create additional family units. Where a property owner cannot finance the conversion himself, or borrow funds to do so, the government will lease his house or building, remodel it with federal funds, manage the property and pay him a fair rental, and return the structure to him after the war.

ONE YEAR OF RENT CONTROL

Source: Office of War Information
Office of Price Administration
Release, January 4, 1943

NATION'S RENT BILL EFFECTIVELY HELD IN CHECK

Complete details of how the nation's eight-billion dollar annual rent bill has been held in check are revealed in a report on three typical months of residential rent control issued by the Office of Price Administration. The report, covering the period of August 1 to October 31, 1942, is the first detailed analysis of the operation of rent control and covers the 191 defense-rental areas for which maximum rent regulations were made effective by that time. Since October rent control has been spread to 356 areas, with a population in excess of 76 millions.

LANDLORD'S POSITION FAVORABLE Basing his prediction on this statistical record, Paul A. Porter deputy administrator in charge of rents, stated: "For the year 1943, tenants in this country can be assured of stable rents and freedom from fear of eviction. At the same time, I want to point out that this report clearly demonstrates that the operating position of the landlords is at least as favorable under rent control as it was in the pre-war years, and in many cases it is more favorable."

RENTS PAID BY WAGE EARNERS A startling difference is shown in the rise in the Bureau of Labor Statistics index of rents paid by wage earners and lower-salaried workers in 34 large cities in the present war as against World War I. Although by May, 1942, the index was 5.5 points above September, 1939, by October 15, 1942, the index had dropped 1.9 points to a level only 3.6 points above September, 1939. Against this, the report states: "The full significance of this limited experience with rent control (the three months covered by the report) may be appreciated by comparison with the trend of rents during and immediately following World War I, when a rise of 60 points in the index of rents paid by wage earners and lower-salaried workers in large cities took place. In one six-month period, from June to December, 1920, the index rose 12 points. Once these high levels had been reached they held during a decade and materially affected the nation's whole price and wage structure. World War II started to develop the same rent pattern, but this time the Congress made provision in the act to stem the tide and the office was able to intervene at a comparatively early stage."

THE NEGRO IN THE LABOR MARKET--- RECENT DEVELOPMENTS

Source: The Labor Market, September 1942
Reports and Analysis Division, Social
Security Board, Federal Security Agency

TREND TOWARD DIMINISHED RACIAL DISCRIMINATION Although discrimination against Negroes is still prevalent in many industries and occupations, the relaxation of disciminatory hiring restrictions has gained some momentum as a result of tightening labor market conditions. The United States Employment Service, the Committee on Fair Employment Practice, the War Manpower Commission and other government and private organizations are increasing their efforts to eliminate discriminatory and disruptive hiring policies that limit Negro employment. Some employers are also making more determined efforts to utilize Negro labor both by integration with white employees in their plants and, to a limited extent, through the establishment of separate all-Negro production units and shifts.

These developments have resulted in some slight increases in Negro employment, from 3.5% in May to 4.7% in July of employment in the major war manufacturing establishments. In construction, Negroes constituted about 16% of the working force in July, and in mining, about 8%. Negroes are finding new employment in industries such as ordnance (with 53,000 Negroes in July); chemicals (with 30,000); and nonferrous metal industries (with 18,000).

Employment of Negroes in the shipbuilding industry is expected to increase. In this, and in a number of other important war industries, the number of all-Negro production units is growing. One Middle Atlantic shipyard, which expects to reach a peak of 9,000 workers, plans to hire mostly nonwhites. An ordnance plant in the South is constructing a new production line to be staffed by Negro men and women employed as explosives operators, volumetric weighers, munitions handlers, sewing machine operators, and in all other assembly-line occupations. An Illinois ordnance firm is considering the opening of a new department to be staffed by Negroes. A California aircraft company has set up an assembly line to be manned entirely by Negroes.

It is now generally recognized that the successful use of Negro labor depends largely upon the joint cooperation of employers, employees, and labor organizations. In some areas there are firms in the same industry following essentially different policies in the employment of Negroes. For example, in the iron and steel industry of the South, one employer resorts to the segregated use of Negroes, while another employer in the same area successfully uses Negroes without segregation. In other plants foreman are being trained in the best manner of adjusting Negro and white workers to their jobs, with excellent results.

EVIDENCES OF CONTINUING DISCRIMINATION

The greatest utilization of Negro labor, however, is still in the industries and occupations where they are traditionally employed, and the proportion of Negro employment is still negligible in many branches of war production. As of July 1942, Negroes in aircraft manufacturing, for example, constituted only 2.9% of total employment, explosives 3.3%, guns 3.4% and tanks 2.2% It is reported that many employers in war-production industries plan to continue their discriminatory policy until other available sources of labor are exhausted. This appears to be true especially of the aircraft, ordnance, rubber products, electrical machinery, machinery, and textile-mill products industries.

There is some resistance to the employment of Negro women in plants where large forces of white women are employed. For example, the experience of a New Jersey employer who hired a number of colored females was that "as soon as the colored workers were put in the shops, the white girls walked out."

SEPARATE FACILITIES

The necessity of providing separate washrooms and toilet facilities by both groups operates as a deterrant to the employment of Negroes. It has been difficult to resolve this problem because of the extra expense involved, lack of space for the additional facilities, and the current shortage of necessary building materials. On the other hand, a recent Baltimore, Maryland, ordinance provided that separate facilities are no longer required for Negro and white workers.

TRAINING

Another basic limitation upon the utilization of Negro labor is the relatively small proportion of Negroes who are being trained in war production. Out of a total enrollment of 1,524,590 in pre-employment training courses between July 1940 and July 1942, only 5.6% were Negroes. During this same period the Negro enrollment constituted only 1.6% of a total enrollment of 1,453,151 in supplementaty training. This restriction upon Negro training is due in large part to (1) a lack of segregated facilities where state laws forbid the use of facilities by both races[1]; (2) stipulation by employers that Negroes should not be referred to training classes designed to train for their companies; (3) the refusal of many employers to hire Negro trainees. As a result of these restrictions many Negroes do not apply for training.

MIGRATION

Because of the limitations on hiring in certain areas the migration of Negro workers in search of employment is steadily increasing. Large numbers of unskilled Negroes are entering industrial communities along the Atlantic, in the Gulf States, and the Middle West. Young Negro females from the South are applying for war work in the industrial areas of New Jersey, New York, and Pennsylvania.

Current reports indicate a continued disorganization of the labor market because of the failure to train and utilize Negro labor when and where it is available. This disorganization is reflected in the increasing migration of white and Negro workers to and from areas of critical labor shortages. Relaxation of hiring specifications is permitting a greater utilization of Negro workers in a few industrial localities, but in the main the Nation's greatest reservoir of readily available workers remains untapped by war-production industries.

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[1] Hereafter, when facilities for both groups are not available or fully utilized, the United States Employment Service is required to refer trainees without regard to race.

VI. INFORMATION ON
GREAT BRITAIN'S HEALTH AND WELFARE PROGRAM FOR INDUSTRIAL WAR WORKERS

GREAT BRITAIN'S HEALTH AND WELFARE PROGRAM FOR INDUSTRIAL WAR WORKERS

Source: Planning Service Memorandum
War Manpower Commission
Washington, D.C., Oct. 30, 1942

INTRODUCTORY NOTE: An examination of the plans for the health and welfare of industrial workers in Great Britain can contribute much to our thinking in these fields. It is recognized that in many respects the manpower problem in Great Britain is different from that in the United States; the type of industries, the methods of manufacturing, the great differences in material shortages, and above all, in the whole governmental structure, make comparisons between the two countries somewhat difficult; on the other hand, however wide a variation there is in the machines and mechanics, certain problems are analagous, particularly in the consideration of human beings whose basic needs remain constant the world over.

In some cases this country is already facing problems which have much in common with those arising in England out of the transfer of workers: towns and cities which, because of the expansion in production, lack needed community facilities and housing, industrial plants whose production has so increased that the previous makeshift arrangements for the safety and health of the workers can no longer cope with the problem, and the problems resulting from the migration of workers into strange communities where they do not have their normal social contacts and their accustomed resources.

In other ways, this country faces problems that are more acute than those in England because of such factors as the complete isolation of industrial plants which makes any type of normal living much more difficult, the fact that the migration in this country has so far been uncontrolled, so that workers are pouring into communities where the community problems have become so acute that they are resulting in severe housing, health and sanitary problems when the workers remain, and otherwise are causing bottlenecks in production because of the high labor turnover. The size of the United States and the tremendous distances traveled by workers further complicate the worker's attempt to adjust, both because of the different mores in the various parts of the country and because of the impossibility of maintaining any contact with their home communities.

WELFARE ACTIVITIES IN GREAT BRITAIN

Great Britain is far advanced in planning for the health and welfare of her industrial workers. Since the beginning of the war these aspects have been accepted as an integral part of the manpower problem. Great emphasis has been laid on the relation of health and welfare facilities and services to the productivity of the worker, and their planning has been tied in with the whole labor utilization program. Interest in the broad concept of industiral welfare, both inside and outside the factory, has been particularly stimulated by the Minister of Labor's own point of view which stresses not only the positive results of such planning, but also the necessity of thinking in terms of compensations to balance the rigors of compulsory employment. Through legal and administrative controls as well as through cooperative planning with public and private organizations, plans have been developed and put into operation which make provision for (a) the health and welfare of the workers during their working hours, (b) the health, housing and welfare of the workers and their families in the community, and (c) financial allowances in order to compensate for the extra expenditures involved in transfers to new employment.

I. WELFARE INSIDE THE FACTORY

All plans for health and welfare inside the factory come under the jurisdiction of the Factory and Welfare Department of the Ministry of Labor and National Service. The factory inspectorate, transferred for the war period from the Home Office, is used to supervise and enforce standards for appropriate facilities and services in the plants, and the department is assisted by a Factory and Welfare Advisory Board, established by the Ministry and over which a Parliamentary secretary presides. This board includes individuals especially connected with the interests of employers, voluntary organizations and health services. Its functions are to advise on all questions on health and welfare and to assist in developing health, safety and welfare standards, and facilities inside and outside the factories.

Welfare arrangements inside the factories are regulated by the following legislation and administrative orders:

1. Existing Factory Acts include standards of safety, lighting, heating and ventilation. These Acts are inclusive enough to be adaptable to war production. They have, however, been further strengthened by additional regulations made by the ministry for special problems such as blackout precautions and protection from risk of injury from enemy action.

2. Factory Order, July 1940 (Medical and Welfare Services), empowers the factory inspectorate to direct munition factories to make provision for medical care nurses and first-aid services and supervision of welfare.

3. Factory Order, November 1940 (Canteens), empowers the inspectorate to require canteen facilities in any munitions factories employing more than 250 persons.

4. Building Operations and Works or Engineering Construction Order, January 1941 (Welfare and Safety Provision), requires contractors undertaking building or civil engineering work in connection with any war construction to include satisfactory arrangements for welfare, eating facilities, and safety of construction workers.

5. Dock Order, February 1941 (Provision of Canteens), empowers the chief inspector of factories to require satisfactory canteen facilities for dock workers.

6. Factory Order (Medical Care), requires factories employing 250 and more employees to provide satisfactory medical services.

ENFORCEMENT On the basis of this legislative and administrative authority, the ministry is given specific powers in relation to standards which must be maintained within industrial plants. Enforcement of these standards is far from theoretical, since an examination is made of the proposed or actual provision for medical care, eating, and welfare before any factory is scheduled under the Essential Work Orders, and unscheduled plants lose labor force because no separation controls exist. If adequate provision has not been made the employer is required to include such facilities and services before the factory is approved; the only deviations from this procedure are occasional provisional approvals with the understanding that steps will be taken immediately to include the required facilities.

INDUSTRIAL WELFARE ACTIVITIES In the field of industrial welfare the activities fall under five main headings: safety, nutrition, health and medical care, recreation and welfare services. Since safety provisions do not vary much from the regulations and program existing prior to the war period, it is not necessary to discuss this in any detail. An examination of the other fields, however, reveal interesting developments which are directly related to the war program.

NUTRITION An indication of the effectiveness of the Canteen Order is shown by the fact that between January 1941 and April 1942 the number of factories employing more than 250 workers, that supplied hot meals, increased from 1,650 to 3,540, and 800 more were in the course of establishment. This will bring up the total to 96% of the factories engaged in war production which employ more than 250 workers. Outside of these, more than 3,000 smaller factories have added similar facilities.

HEALTH AND MEDICAL CARE Medical facilities are required in factories employing 250 employees or more and are encouraged in smaller factories. The expansion of these services is indicated by a report made in August 1942, which shows that full-time medical officers are employed in 150 factories compared to 35 in 1940, and 550 physicians are employed part-time. This is an increase of 420 physicians over those occupied two years ago. Industrial physicians are allocated to the factories by local panels established cooperatively by the Ministries of Labor and Health in conjunction with the British Medical Association. These panels make the allocation of physicians and dentists to meet the needs of the armed forces and the war industries. Nursing services in connection with factories have also been greatly increased and a training scheme for industrial nurses has been established by the Ministry of Labor and National Service through the Royal College for Nursing.

RECREATION The need for recreation and relaxation of the workers on the job has been recognized in Britain since the beginning of the war. Both the stimulating and relaxing qualities of music have been utilized through the use of the radio while the workers were employed, and through various kinds of concerts during rest periods. A national organization, the Council for the Encouragement of the Arts and Music (CEMA) has been subsidized by the government, under whose auspices concerts and plays have been presented to a large majority of the factories. The value in increasing the morale of the workers of various sorts of entertainment has also been proven by adapting the program of the Entertainments National Service Association (ENSA) to the interest and needs of the munitions workers. This organization was originally established to provide entertainment for the armed forces but since August 1940 has been financed by the Ministry of Labor and National Service in order to provide entertainments for factory workers. Besides this, arrangements have been made with the British Broadcasting Company to emphasize the participation of workers in actual broadcasts and to present special broadcast programs in the various factories. Grants are also given to the Central Council of Recreative Physical Training which has developed various forms of physical recreation in cooperation with the factory welfare workers, such as schemes for lunch-hour games, the development of swimming clubs for groups of factory workers, and the inauguration of various local industrial sports associations.

OTHER WELFARE SERVICES The Minister of Labor has been specially emphatic regarding the importance of supervision of the welfare of factory workers and in carrying out the Factory Order of July 1940, which includes a requirement of adequate provision for the supervision of the welfare of employees; the factory inspectorate has urged the inclusion of trained persons on the personnel staff of the war industries. In order to stress the importance of using trained staffs the ministry has established special three-month courses in labor management in four universities and furnishes both university fees and if necessary, maintenance allowances. A recent study made by the factory inspectorate showed that 87% of the factories employing over 500 workers had made definite arrangements either in the form of additional staff in the personnel department or other forms of welfare supervision.

II. WELFARE WORK OUTSIDE THE FACTORY In the Factory and Welfare Department of the Ministry of Labor and National Service, there is a staff of welfare officers who are primarily concerned with the various problems arising in the communities that affect the industrial workers. Regional welfare officers have been appointed for each one of the twelve regions and local welfare officers have been appointed, totaling 106 as of August 1942, in the areas of industrial concentration. These officers are responsible for promoting and organizing the local groups and agencies concerned with the provision of adequate facilities and services for reception, housing, transportation, hospitals and medical care, eating, day care, recreation, and the personal problems of industrial workers in the community. The Factory and Welfare Advisory Board is used by the minister as the overall committee to advise on and stimulate these welfare activities. Besides this committee a Central Consultive Committee of Voluntary Organizations has also been established in the ministry to advise the minister on problems dealing with recreation and general welfare which need cooperative planning with voluntary organizations. In industrial areas, welfare advisory panels composed of local representatives of voluntary organizations have been set up to advise the local welfare officers.

The regional welfare officers work in the regional manpower offices and on a local basis through the Employment Exchange Offices. Any problems affecting the welfare of the workers which arise in relation to their employment are handled by these officers who organize committees of local representatives of appropriate governmental agencies and of local organizations to carry out the various plans. Although many of the activities are carried on by other ministries, the local welfare officers coordinate these activities in relation to the industrial workers.

RECEPTION FACILITIES AND SERVICES The Labor Exchange Office is usually used as the local resource for reception and information on arrival. These services are organized by the welfare officers. Workers are usually met at the train by various volunteers under the supervision of the welfare officers and are brought to the Labor Exchange where they are given the necessary information regarding employment, community resources, and lodgings. In many areas and to an increasing extent, workers are referred to reception hostels on arrival where they remain for one or two days until permanent arrangments for lodgings are found for them.

HOUSING It is the responsibility of the welfare officers to refer the workers to lodgings. Arrangements for referral are made through the Ministry of Health when compulsory billeting is in force, volunteers are used, again under the direction of the welfare officer, to introduce the worker to his landlady.

In areas where there are government plants, hostels have been built by the national government which provide, besides sleeping accomodations, a community building. This building includes restaurant facilities for all occupants, an assembly hall where movies and shows are given, game rooms, writing rooms, lounge space, and shops. Also included in all government hostels are an infirmary, laundry, and hairdressing facilities.

EATING FACILITIES When workers are directed to lodgings, every effort is made through the welfare officers to arrange for meals to be provided at the place where they are to live. In cases where this is impossible and existing restaurants do not meet the demand, it is the responsibility of the welfare officer to stimulate the community into making an application for a "British Restaurant." Unattached workers eat at these restaurants, but there is also a service of hot meals to be taken home, which answers the problem of the married woman who is keeping up her household responsibilities. When the local authorities submit applications for these restaurants and they are approved, the Ministry of Food finances the construction and equipment necessary as well as granting appropriate priorities on materials required.

TRANSPORTATION TO AND FROM WORK At the instigation of the Ministry of Labor, the Regional Transport Commissioners have set up committees which include the contracting agencies, representatives of the Ministry of Labor and National Service, the transportation companies, and employers and labor organizations. The committees attempt to solve the problems of transportation to and from work in each locality through such arrangements as staggering hours, early closing of service industries and stores, and rescheduling existing transportation facilities.

RECREATION The value of entertainment and recreation for the workers in the industrial areas has been stressed since the beginning of the production program. Grants have been made by the Ministry of Labor to various private organizations so that professional performances and informal club facilities and programs could be provided. Both ENSA and CEMA, under these grants, give entertainments in industrial areas. The Central Council of Recreative Physical Training has made various arrangements for camp and club activities for industrial workers, operating, under the grants from the Ministry of Labor, permanent recreation centers in many of the industrial towns, opening day camps as well as week-end camps to which the workers are brought by bus, and in cooperation with the welfare officers organizing community activities of various sorts. Other private agencies, in cooperation with the board of education and under the coordinative supervision of the local welfare officers, have established clubhouses and provide varied programs.

An interesting extension of the government's recognition of its responsibility for the welfare of its munitions workers is well illustrated by the inclusion in all government hostels not only of extensive recreation facilities but also of trained personnel to organize and supervise recreation programs.

HEALTH AND MEDICAL CARE Special arrangements have been made by the Factory and Welfare Department with the Ministry of Health for the use of the District Nursing Service for war workers and for hospitalization of workers through the Emergency Hospital Schemes, by which patients may be accommodated in the hospital even if they do not need usual hospital treatment when the living accommodations make home care unfeasible. Cost of this treatment is based on the patient's ability to pay. In order to keep a balance between civilian demands and the armed forces for the provision of physicians and dentists, a committee was set up by the Ministry of Labor, Ministry of Health, and the British Medical Association. This committee has local panels throughout the country which allocates physicians and dentists.

DAY-CARE PROGRAM Both private and public arrangements for the day care of children of working mothers have been sponsored by the Ministry of Labor and National Service. Private arrangements include placement of children in homes licensed by the local maternity and child welfare authorities. Minimum charges are made to the mothers with government subsidies to the registered guardians.

Public arrangements have been made through wartime nurseries and play centers. The nurseries established outside of school buildings are under the jurisdiction of the child welfare authorities and those in school buildings (this includes nursery schools and the extension of school services after school hours) are administered by the local education authorities. The Ministry of Labor and National Service subsidizes the operation and maintenance of both sorts of nurseries and play centers to the extent that the costs are not met by the contributions from parents. The local education authority does the recruiting and training of supervisory personnel with the costs of maintenance during training and training costs supplied by the Ministry of Labor.

The extent of this program is shown by the fact that in April 1942, 2,340 guardians were registered. By the end of June 1942, wartime nurseries were serving 25,000 children with provision for an additional 25,000 already approved; nursery and after-school classes for approximately 100,000 children were also in operation, run by local education authorities; play centers with meals provided had been established in more than 217 centers, and training courses given by local education authorities had an attendance of 2,800.

OTHER WELFARE SERVICES The Employment Exchange is used as the center for any problems arising after the transfer of workers to new communities. Besides the informational service given at the time of arrival, they are told to use this office for assistance in solving any difficulties such as unsatisfactory lodging, difficulties of ajustment on the job, and personal problems. The exchange is also used as a center for advice on personal problems such as those which might involve return to the home community because of domestic difficulties, and it is through this office that arrangements are made on arrival for registration with a panel physician. The local welfare officer attached to the employment office acts also as liaison between the plants and the community in relation to the individual workers. So many problems of this sort have arisen and personal assistance has been found so helpful in preventing workers from leaving jobs, that Employment Exchange staffs are being increased in industrial areas for this purpose.

WOMEN'S ADVISORY PANELS In the home community before referral to employment the Woman's Advisory Panels, set up in connection with the Employment Exchange, are used to advise the local exchanges in determining whether the ministry's compulsory powers should be used to transfer or require a woman to enter employment when she is unwilling to do so. These panels are extremely informal and they are charged not only with the responsibility of determining whether any "hardship" will result in the referral of a particular woman to employment, but also of assisting the women to analyze and solve the problems which make her unwilling to accept employment. The welfare officer in the home community assists in making plans for the women employed full-time or part-time in their own localities, including plans for such things as day care for their children. One of the problems which was found to be widespread among married women who are performing war work was that of finding time for shopping. Various expedients have been worked out by the welfare officers by making arrangements with employers to allow a specified time off, by setting up "neighbors' leagues," and by arranging with markets for setting aside a proportion of the food.

III. FINANCIAL ASSISTANCE TO TRANSFERRED WORKERS Great Britain has made provision for variour types of financial compensation to transferred workers, including expenses of transportation, allowances for moving of dependents and the moving of household goods, and financial compensations in the new community on the basis of expenses involved in the maintenance of two households if the worker moved without his family, and those incurred through starting on a new job. All government allowances are administered by the Labor Exchange either on the basis of universal right or related to the need of the individual. Government allowances are provided in all cases not covered by private agreements. The extensive use of private agreements with employers must, however, be evaluated in the light of the fact that employers may feel less reluctant to do this because the excess profits tax would otherwise include these funds; so insistence of full government responsibility for these allowances would not result in any financial gain.

TRANSPORTATION ALLOWANCES Allowances are made to cover transportation costs of every worker who is entering essential employment and is being transferred through the Employment Exchange and who does not obtain similar allowances under collective agreements. The fare is paid either by the employer under union agreement or by the government when the job is defined as "beyond daily commuting distance." When the worker is moving to communities to which families could be brought (i.e. where the housing facilities are not scarce) fares are also provided for dependents on the same basis, and allowances are made for the moving of household effects. Besides the actual fare, allowances are made for traveling time for the worker on the basis of a flat rate.

SUPPLEMENTAL ALLOWANCES Unmarried workers without dependents receive on transfer into a new area a flat "settling-in" grant. Workers who leave dependents in other areas are granted a flat lodging allowance. A worker joined by his family can apply to the government on the basis of need for an allowance to meet continuing liabilities in the old area, such as the cost of rent, mortgage interest and storage. Loans are also made to new workers in the new areas through the Employment Exchange up to a £. This must be repaid out of the first week's wages.

SPECIAL PROVISIONS Recently provision has been made for transportation costs for semiannual visits home of workers transferred without their families. Fares are also allowed for workers to return home when ill, or when there is a "serious domestic emergency," fares for relatives or friends to accompany the worker if too ill to travel alone, and fares for a near relative to visit a transferred woman or girl if she is seriously ill or has been taken to a hospital.

DIGEST OF INFORMATION

on

WARTIME EMPLOYMENT OF WOMEN

March, 1943

To: U.S.O. Division Staff in War Production Areas

From: Nora Piore, Specialist in Industrial Communities
U.S.O. Division of the National Board
Young Womens Christian Associations
600 Lexington Avenue, New York, N. Y.

MEMORANDUM

To: U.S.O. Division Staff in War Production Areas

From: Nora Piore, Specialist in Industrial Communities,
U.S.O. Division of the National Board, Y.W.C.A.

SELECTION OF DATA This monthly Digest attempts to bring together for U.S.O. staff workers a convenient brief summary of pertinent current information on the wartime employment of women. Information vital to U.S.O. work is scattered through periodicals, publications, and newspapers that come to our attention, primarily from government sources; and while this Digest cannot of course pretend to be an exhaustive and scholarly coverage of the field, it does try to pull this information together "under one roof" and under convenient subject headings. Information sources for each article included in the Digest are placed at the head of the article and should serve to evaluate reliability or possible bias. Selection of material for inclusion in the Digest is determined first by the need for such general information related to the wartime employment of women as will enable U.S.O. staff to plan operations, initiate program, and participate intelligently in community efforts to cope with recreation and welfare problems; and second the need, as indicated by specific requests or by concerns expressed in field reports, for special information related to particular problems and to programs of public and other private agencies.

THE U.S.O. IN INDUSTRIAL AREAS As war production makes deeper inroads on our manpower resources and we move into a program of stringent manpower controls, the U.S.O.'s responsibilities in war-production areas are intensified. Our deep concern for the problems faced by war workers is underscored now by the realization that sheer, cold productivity considerations require the utmost attention to factors on the job and in the community affecting the health and welfare of production workers. We are facing growing absenteeism, tardiness, quits, man hours lost through fatigue and accidents, and a whole complex of domestic, nutritional, shopping and other service disruptions accompanying the social dislocation of homes and communities.

USING THE DIGEST An intelligent understanding of problems facing the women and girls and families of war-production workers who are our constituents is essential if we hope to contribute to the solution of these problems. This understanding must be shared by the volunteer committees working with our staff on the one hand, and by our constituents on the other. It is essential also that understanding of the problems be implemented by current up-to-date information about wartime employment of women, and about existing and planned-for services on the part of other private and public agencies to meet these needs, if our work is to dovetail with programs which from now on will be rapidly developed by the federal government and on a local level.

We hope that the "Digest of Information on Wartime Employment of Women" will provide that information.

DIGEST OF INFORMATION ON WARTIME EMPLOYMENT OF WOMEN

March 1943

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I. INFORMATION ON
THE LABOR MARKET AND THE WAR MANPOWER SITUATION

MANPOWER REQUIREMENTS IN 1943

Source: War Manpower Commission
Bureau of Program Planning and Review
Release, January 25, 1943

ESTIMATES OF MANPOWER REQUIREMENTS IN 1943

	December 1942	December 1943	Increase
Armed Forces	6,400,000	10,700,000	4,300,000
Munitions Industries	8,700,000	10,500,000	1,800,000
Agriculture	8,900,000	8,900,000*	....
(Agricultural workers at seasonal peak)	.....	(12,000,000)	....
Essential Nonagricultural Industries	7,700,000	8,000,000	300,000
Total	31,700,000	38,100,000	6,400,000

The armed forces, munitions industries, agriculture, and essential nonagricultural industries will need to have 6,400,000 more men and women in December 1943 than they had in December 1942. It is estimated that only half of the increase can be provided by expanding the labor force by 2,700,000 persons, mostly women, and by reducing unemployment by 500,000. The other half, that is, 3.2 million must come by reductions in employment in less essential industries.

CONCENTRATION IN LABOR SHORTAGE AREAS The increases in labor requirements are largely concentrated in industrial centers with labor shortages. In view of these considerations it is estimated that the labor force plus the armed forces will not be increased by more than 2.7 million during the year.

UNEMPLOYMENT The Bureau of the Census estimates that, in December 1942, there were 1.5 million unemployed. Unemployment is not expected to fall below a million by December 1943. In fact, there are several reasons to doubt that it will fall to so low a figure. Some of the unemployed are in areas where there is no shortage in their particular skills. There will always be a number of workers idle for brief periods between jobs, and as a result of curtailment of employment in less essential manufacturing plants, trade, and service activities. Some workers are not employable for physical or other reasons on the jobs which will be available in their communities.

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*The figure for agriculture is unchanged from 1942 to 1943 on the assumption that the labor requirements for increased production will be met by transfer of workers within agriculture from less productive to more productive farms, and by improved utilization of farm workers.

TRANSFER OF WORKERS FROM LESS ESSENTIAL ACTIVITIES

Thus, approximately 3.2 million workers will have to be transferred from their present employment in so-called "less essential activities." Such a transfer will call for extensive contractions in the civilian economy. While curtailment of employment in construction and trade, caused by shortages of materials and a reduced volume of goods available for distribution, will release some of the workers required, many of those released will be outside shortage labor market areas where the bulk of the increases in employment are expected to take place. Many of the workers released, therefore, may become temporarily unemployed, or withdraw from the labor force. To obtain 3.2 million workers for transfer to expanding war industries it will be necessary not only to make special provisions for facilitating the migration of as many as possible of these released workers to labor shortage areas, but also to reduce extensively the production of civilian goods in order to obtain additional workers for transfer.

INCREASING THE WORK-WEEK TO 48 HOURS

Increasing the scheduled hours of work to 48 or higher would reduce somewhat the number of workers that would have to be transferred. However, the gains possible from such increases in hours are limited by the fact that in labor shortage areas the scheduled work-week is already around 48 hours or more for a large proportion of all workers. Other workers are able to work only part-time because of family and home responsibilities. Increasing the scheduled work-week in areas with a labor surplus would merely create unemployment. Nevertheless, if hours of work are increased to a minimum schedule of 48 hours per week in all cases where the man-hours gained would not be offset by increasing unemployment, the number of workers that will have to be transferred from less essential activities will be reduced by around 500,000.

THE LABOR FORCE IN 1943

With these changes the labor force plus the armed forces will reach 62.5 million in December 1943. During the period of peak agricultural employment in June or July, the total labor force plus armed forces will be around 65 million. Of the 62.5 million in the labor force plus the armed forces in December 1943, over 38 million or 60 per cent will be in the armed forces or engaged in activities essential to the war.

Meeting the manpower requirements for 1943 will be difficult. The more readily available manpower resources have already been drawn into the labor force. During 1942 workers in many industries, such as the automobile industry, were transferred to war work as the plants in these industries were converted from peacetime work to war work. Employees of other industries were released for war work by the curtailment of production resulting from material scarcities and priorities. At the beginning of 1943 there is less to convert and curtailment is more difficult. It becomes clear, therefore, that there will be increasingly severe shortages in critical occupations and in many industrial centers and agricultural communities.

To overcome these shortages it will be necessary:

a. To utilize fully all workers now employed and to eliminate labor hoarding;

b. To anticipate workers needed for employment increases and for replacements of armed forces withdrawals and to provide, by training and upgrading, the workers needed;

c. To replace with youths, older men, or women, all men 18 to 37 engaged in activities that can be performed by such workers;

d. To eliminate the discrimination that still exists in some situations against Negroes, women, and other available workers;

e. To take whatever recruitment steps are necessary to draw into the labor force as many as possible of the potential workers who live in shortage areas;

f. To transfer from labor shortage areas to other areas as much production, including both civilian goods and munitions, as possible - this would necessitate a revision of the production schedules of many plants, shifting some movable industrial equipment, and reallocating materials among plants and areas;

g. To curtail in labor shortage areas all employment in activities other than munitions industries to the bare minimum necessary to maintain productive efficiency and civilian morale; to curtail on a less drastic scale such employment in other areas, and to transfer the workers released to labor shortage areas;

h. To produce housing and community facilities in overcrowded shortage areas for workers who can migrate from other areas. Many of these migrant workers will have to be housed in private homes that ordinarily would not have roomers.

i. To replace workers who have left or who leave agriculture with workers transferred from subsistence farms, and by additional utilization of farm women and children in the fields; to provide the full seasonal increase of from 3 to 3.5 million in agricultural employment during the peak season, it will be necessary to mobilize townspeople for temporary work in agriculture on a far more extensive scale than was done in 1942.

j. Finally, it will be necessary to take additional measures designed to reduce migration, to channel hiring, and to improve utilization of present labor force if the necessary number of workers are to be obtained and to prevent disruption of labor markets and the consequent loss of production.

MANPOWER ESTIMATES*
December 1940 - December 1943

(In Millions)

	December 1940	December 1941	December 1942	December 1943	Net Change Dec. 1942 - Dec. 1943
Munitions Industries 1/	4.9	6.5	8.7	10.5	+ 1.8
Essential Nonagricultural Industries 2/	5.8	6.5	7.7	8.0	+ .3
Agriculture	8.7	8.3	8.9	8.9	0
(Agricultural Workers at Seasonal Peak)	-	-	-	(12.0)	
Other Industries	26.9	28.9	26.6	23.4	- 3.2
Unemployed	7.1	3.8	1.5	1.0	- .5
Armed Forces 3/	.8	2.1	6.4	10.7	+ 4.3
Total Labor Force Plus Armed Forces	54.2	56.1	59.8	62.5	+ 2.7

1/Munitions Industries: Manufacturing industries primarily devoted at the present time to the manufacture of war equipment and supplies other than food and clothing. The employment shown in the table includes employees working on nonwar work in these industries. The following industries are included: Ordnance and accessories, including products of government manufacturing establishments; transportation equipment, including shipbuilding, aircraft, railroad cars, and locomotives; automotive industry; iron and steel and their products; nonferrous metals and their products; electrical machinery; other machinery; rubber products; chemicals; explosives, ammunitions; professional and scientific instruments; photographic equipment; optical goods; fire extinguishers; and petroleum refining.

2/Essential nonagricultural industries (or, other essential industries): Processing of food and kindred products; lumber, metal mining; anthracite and bituminous coal mining; petroleum production and drilling; transportation; telephone and telegraph; electric and gas utilities; government war agencies, including War and Navy Departments, excluding manufacturing establishments (see note 1); Office for Emergency Management, including War Production Board and War Manpower Commission; Office of Price Administration, etc. Other industries, such as construction, that may be considered essential are not included. These industries are not included because they are expected to decline and will provide some of the workers needed in expanding industries.

3/Unofficial, based on published data.

*For estimates classified by sex, see page 7.

II. INFORMATION ON WOMAN LABOR SUPPLY AND DEMAND

MANPOWER ESTIMATES CLASSIFIED BY SEX

December 1942 - December 1943

Source: War Manpower Commission
Bureau of Program Planning and Review
Estimates and Statistical
Coordination Division
Released, January 26, 1943

(In Millions)

	December 1942			December 1943		
	Total	Male	Female	Total	Male	Female
Armed Forces 3/	6.4	6.4	4/	10.7	10.5	.2
Munitions Industries 1/	8.7	7.1	1.6	10.5	7.6	2.9
Agriculture	8.9	8.0	.9	8.9	7.9	1.0
Other Essential Industries 2/	7.7	6.2	1.5	8.0	6.1	1.9
Other Industries	26.6	15.7	10.9	23.4	12.4	11.0
Unemployment	1.5	.9	.6	1.0	.6	.4
Total Labor Force plus Armed Forces	59.8	44.3	15.5	62.5	45.1	17.4

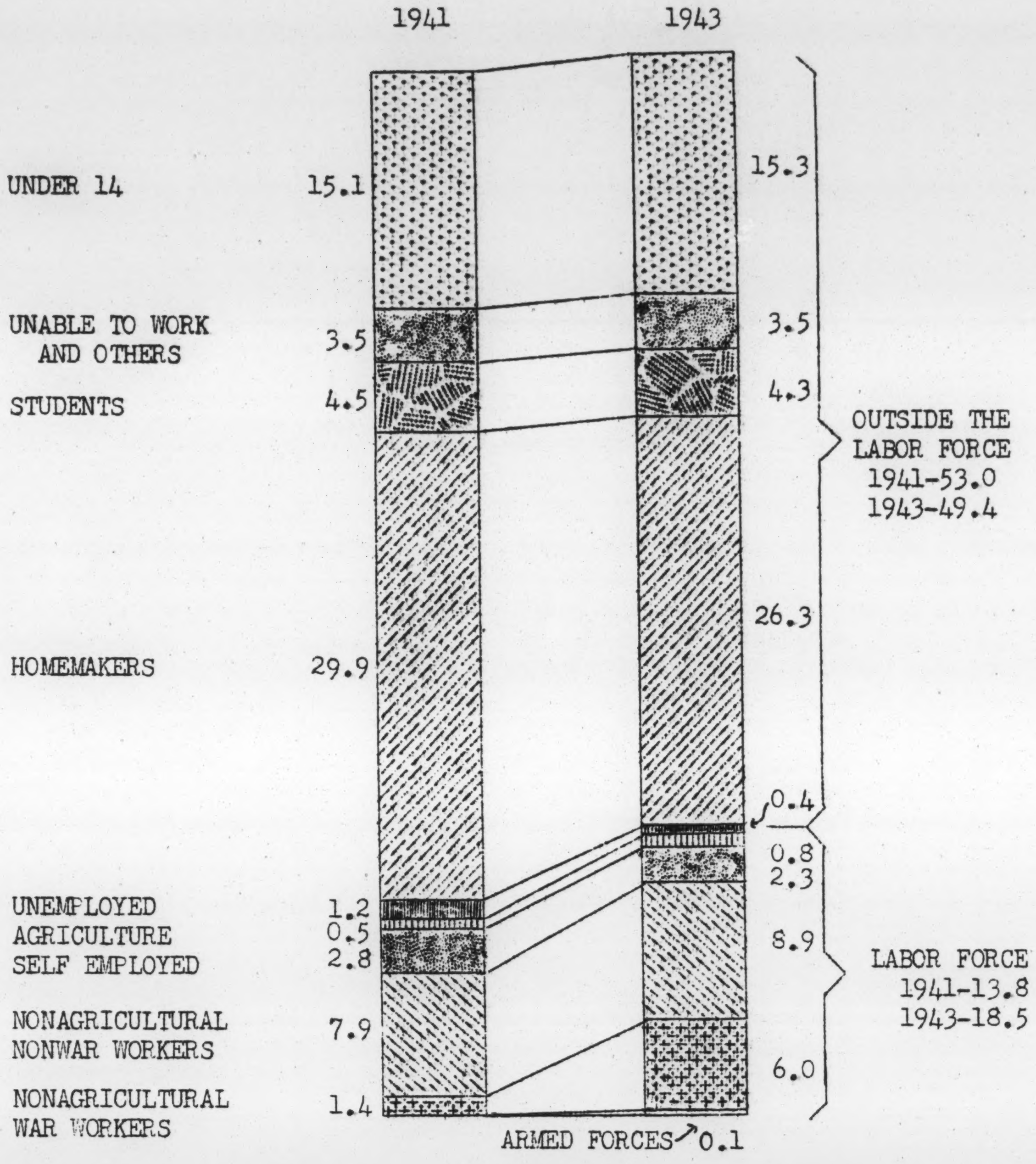
1/, 2/, 3/ = See footnotes on page 5.

4/ Under 50,000.

WOMANPOWER

December 1941 - December 1943

In Millions



SOURCE: BUREAU OF THE CENSUS, BUREAU OF LABOR STATISTICS AND BUREAU OF EMPLOYMENT SECURITY

Reprinted from: Manpower Statistics
War Manpower Commission
January 1943

SURVEY OF EMPLOYMENT PROSPECTS FOR WOMEN IN WAR INDUSTRIES

Source: The Labor Market, November-December 1942
Reports and Analysis Division, Social
Security Board, Federal Security Agency

Excellent employment opportunities for women in war industries are indicated by the second semiannual survey of employer attitudes toward hiring women conducted by the U.S. Employment Service of the War Manpower Commission. Labor demand schedules were prepared in July for the period of July to December 1942 covering 21,800 establishments, most of which were engaged in war work. These reports show that women will be acceptable in 453,000 or 45 per cent of the 1,003,000 job opening anticipated in professional, skilled and semiskilled occupations. Women were reported acceptable for 66 per cent of the openings in semiskilled occupations, 64 per cent of the professional and managerial jobs, and only 30 per cent of the openings in the skilled occupations.

A comparison of the January and July surveys shows that in those industries covered by both studies, the proportion of hires for which women would be considered almost doubled. In January employers were willing to hire women for only 29 per cent of their job openings in professional, skilled, and semiskilled occupations; in July they were willing to hire them in 55 per cent. The proportion leaped from 18 to 63 per cent in the professional and managerial occupations, from 16 to 40 per cent in the skilled occupations, and from 46 to 70 per cent in the semiskilled occupations. This increased willingness to hire women was evident in most of the industries covered and extended even to heavy industries, such as iron and steel, and ship and boatbuilding, which customarily employ few women.

WOMEN TO FILL ONE OUT OF EVERY FOUR WAR JOBS

Source: Office of War Information
War Manpower Commission
Release, January 11, 1943

Four Million Women Now in War Jobs. . . 4,000,000 women are now working in war plants, out of a total war labor force of 17,500,000, and soon one out of every four workers in American war production will be a woman.

To meet 1943 war production goals women workers must fill almost 30 per cent of all war production jobs. It is expected that 6,000,000 women will be in war work by the end of 1943. Women will play an even greater role in the essential civilian trades and services which are necessary to maintain the wartime economy. By the end of the year as many as 45 per cent of the workers in these home front jobs will be women.

Women Employment Varies From Area to Area. . . The proportion of women in any industry varies widely from place to place. The degree to which women are used depends on the degree of labor shortage in the area. Where the male labor supply is nearing exhaustion, industry will be willing to try women in more and more jobs for which only men would formerly have been considered. As the need has increased, women have demonstrated their ability to fill almost any kind of job, even including the so-called heavy manual jobs.

Employment of Women in Major War Industries. . . The war industries employing the largest proportion of women workers in September are: electrical machinery with 36 per cent women employees; communications equipment with 48 per cent women; scientific and technical instruments, 34 per cent, electrical equipment, 27 per cent, small-arms ammunition, 35 per cent, other ammunition 28 per cent, chemicals and allied industries 23 per cent, rubber products 33 per cent, and fire arms 22 per cent.

In aircraft, the percentage of women workers rose from less than five per cent of total employment in 1940 to 17 per cent in September, 1942. By the end of next year, it is expected that there will be more women than men working in the industry.

Even in a heavy industry, such as ordnance, 19 per cent of the workers are women. In the manufacture of guns of over 60 calibre and tanks, both of which involve heavy metal work, the proportion of women workers is 9 per cent and 7 per cent respectively. In the iron and steel industry itself, 9 per cent of the labor force is made up of women.

Shipbuilding has held to the all-male tradition longer than any other war industry. Even here, however, there has been an influx of women workers in recent months, particularly in the government navy yards. At present only 3 per cent of the workers in the industry are women, but this is expected to rise rapidly in the next few months. For example, one Alabama shipbuilding firm plans to employ as many as 1,000 women welders.

Unusual Jobs Performed by Women. . . Some unusual jobs performed by women, reported by U.S. Employment Service offices during recent weeks, follow:

At an army proving ground an 18-year-old girl operates a 15-ton crane and an all-woman crew fires and cleans a 90-millimeter and antiaircraft gun. More than a thousand women are replacing men here in testing all types of war material - tanks, machine guns, trucks, and aircraft cannon. . . Women guards are watching for fires and accidents at one aircraft plant and have been trained in jiu jitsu in order to be able to deal with saboteurs. . . In Arizona and Colorado mines, women are employed as ore sorters, machine greasers and cleaners, aerial-team operators and sledgers. In one mine women wield an 8-pound sledge, above ground, of course. . . The making of plaster molds for dies, an operation so precise that the slightest variation means a ruined job, is handled expertly by women with previous experience as artists, sculptors and pottery makers. . . At least one women, a former pianist, is operating a milling machine to shape impulse blades for steam turbines on our rapidly growing fleet of merchant ships. . . Gyro-Korizons and direction-indicators, instruments necessary for safe, accurate navigation of our army aircraft, are so delicate that all work must be done in washed-air, pressure-controlled rooms. Women have proved themselves especially adaptable for this kind of work. . . Two young women who were members of the clerical force of a large railroad are now working as crossing tenders for the same company. . . Four women are operating giant overhead travelling cranes in a steel mill. . . A western railroad is employing women as engine oilers and wipers, turntable operators and hostlers' helpers. . . A new sawmill in New England is "manned" entirely by women. Automatic saws and special machinery to lift and haul heavy timber have been installed as a safety measure. . . Two 20-year-old girls are gunners in an ordnance factory. It's their job to test 45-calibre ammunition as it rolls off the production line.

SERVICE AND TRADE JOBS DEMAND MORE WOMEN

Source: Labor Information Bulletin,
October 1942; U.S. Department
of Labor, Washington, D.C.

INCREASED DEMAND FOR SERVICES

As more workers, and especially more women, are going into war production, working longer hours, often commuting long distances to their jobs, the services offered by restaurants, hotels, laundries, and beauty parlors are in increasing demand.

ACUTE LABOR SHORTAGES IN SERVICES AND TRADES

For a year or more manufacturing industries have been drawing away these service and trade workers into occupations that pay more, often with shorter hours, and in general in much more pleasant surroundings. Month by month, from all parts of the country, have come reports of acute shortages in trade and service fields, because of "poor working conditions and low pay." Boom towns are going up around newly established war industries. Existing restaurants, laundries, and beauty shops can no longer meet the needs of in-pouring workers.

NUMBER OF WOMEN IN TRADE AND SERVICE JOBS, 1940

In 1940 nearly 800,000 women were selling goods at retail; more than 700,000 were waitresses and cooks or other such employees, outside of private homes; more than 215,000 were in beauty parlors or barber shops; nearly 180,000 were in laundries. As janitors or cleaners there were nearly 80,000 women serving; as elevator operators, more than 13,000. From 1930 to 1940 the number of women in all these jobs combined increased by about 660,000. Their employment in beauty parlors almost doubled, in hotels and restaurants it increased by nearly two-thirds.

Men undoubtedly were the first to move out of these jobs - either called to the armed forces or seeking defense production jobs, at first more easily secured by men than by women. There has been an organized campaign to substitute women for men in grocery stores, especially as checkers in the super markets. Some systematic plans have been made for their training. Scattered reports come of women substituted as elevator operators, as drivers of delivery cars, as service-station workers, as bell captains and bellboys, as cleaners and pressers. One report tells of women hired to run elevators at a lower rate than the men they replaced.

WAGES AND WORKING CONDITIONS

The great majority of these 2,000,000 women in the service and trade industries are without the protection that the Fair Labor Standards Act gives to factory wage earners. Their only legal safeguard against substandard earnings comes from state minimum-wage laws, and up to the present almost half the states have no such laws. Even where a law is in effect, the necessary orders fixing a minimum rate have not been issued in all cases.

That the level of women's earnings in stores and service establishments is considerably below that in factories is shown by the recent report from the Department of Labor of Illinois (the only state regularly reporting earnings by sex). Women's average weekly earnings in June 1942 were as follows: manufacturing, $22.06; retail apparel stores, $18.04; laundering, cleaning, and dyeing establishments, $16.36; hotels, $15.24; restaurants, $12.77; department and variety stores, $11.03. Store employment includes part-time workers.

Of women in retail stores in the United States, more than two-thirds are covered by state minimum-wage laws, but for only a fourth has a minimum-wage rate been set. A little less than two-thirds of the women beauty-parlor workers, of the operatives in laundries, and of the workers in hotels and restaurants are in minimum-wage states. These have fared a little better as to rates set. Forty per cent of all beauty operators and of cooks, waitresses, and so on, and 60 per cent of all laundry workers, have some wage standard fixed. Restaurant workers are covered in more cases than are hotel workers.

State wage orders have in general raised wages appreciably, but seldom if ever to the level of manufacturing, and especially of war industries. For a normal week's work by experienced employees the minimum rates set for the various occupations range from $18 to as little as $7.50. In some states, rates for the large group of service workers in hotels and restaurants are lower than for the nonservice. In a number of cases lower rates are set for smaller cities.

The impact of the war emergency on the essential services and trades will be felt more severely throughout the country as the war industries reach full stride.

EMPLOYMENT OF WOMEN IN TRANSPORTATION INDUSTRY

Source: Office of War Information
Office of Defense Transportation
Release, January 26, 1943

Transportation to Need 300,000 Women In Manual as Well as Clerical Jobs Employment of women to augment the dwindling manpower reserves of the transportation industries has moved forward perceptibly in recent months. Several months ago Otto S. Beyer, director of the Division of Transport Personnel, stated that the industries could employ at least 300,000 women and might find it necessary to do so before the war is over. Increases noted late in 1942 reveal that the number of women engaged in the transportation field is gradually but steadily moving toward that figure. While jobs in transportation held by women remain primarily clerical, the category is broadening as women take over posts as operators of rolling stock and in the shops, hangars, terminals and yards. The industries are finding that women can be used satisfactorily in many occupations formerly filled by men and that their performance in jobs not usually considered "women's work" has won for them the regard of the concerns employing them as well as the respect of their fellow workers.

In the Trucking Industry: Greatest advancement in the employment of women has been in the trucking industry where an estimated 5,000 additional women were added between July and November. Although the number engaged as drivers is still relatively small, truck companies are using more and more women on light trucks and, in some instances, as drivers of tractor-trailers. Some concerns are also employing them as chief clerks, adjusters, interline clerks, rate clerks, safety department clerks, trucking dispatchers, time keepers and assistant terminal managers - all posts usually held by men.

In Intercity Bus Lines: Women comprise approximately one half of the new employees hired by intercity bus lines in the same three-month period. While a large part of the increase is represented by additional clerical workers, women are gradually taking their place in the field as ticket sellers, information clerks and baggage agents.

In Local Transit Concerns: About one-third of the new workers taken on by local transit concerns from July through November were women. The woman streetcar conductor is no longer unusual. Several local transit companies are now training women as bus and streetcar operators. Large numbers of women in the industry are employed as clerical workers, but they are also being engaged as accident investigators, bench workers, cashiers, draftsmen, gatemen, ticket agents, ticket examiners and surveyors.

On Railroads: On the railroads of the country the scope of women is expanding to include mechanics and mechanics' helpers; machinists and machinists' helpers; signal towermen, upholsterers, yard clerks, section hands and numerous other occupations. Although more women are employed by the railroads then in any other form of transportation, the percentage of women when compared to total number of employees is still very small. The jobs they do, however, are more varied than in any of the other industries. In point of numbers, clerical jobs predominate.

In Public Warehousing: Public warehousing showed a marked increase in the number of women employed in late 1942. Since most of the work in a warehouse plant is considered too heavy for women, practically all of the women employees are holding office jobs.

In Pipeline Transportation: Because of the nature of the work, women in pipeline transportation so far have been restricted largely to the office. However, the number of women employees increased slightly late last year. This was also the case on the Great Lakes water carriers. Jobs open to women on the water to date have been for the most part clerical and stenographic, but a few companies employ them as cooks and maids on boats and barges, and occasionally a woman is reported to be serving as a boatman, a canalman, or a lockkeeper.

On Airlines: Almost half of the personnel of the airlines this year will be comprised of women. Reports from the industry show that women are now being employed as sheet metal workers, welders, riveters, radio mechanics, spark plug cleaners, machinist specialists, and instrument repairmen. Early experiments with women as reservation clerks, control clerks, ticket agents, dispatch clerks, and passenger agents proved so successful that their use has been widely extended throughout the industry.

MORE STUDENT NURSES NEEDED

Source: Office of War Information
Office of Defense Health and
Welfare Services
Release, February 11, 1943

Sixty-five Thousand Student Nurses Needed this Year. . . 65,000 young women must enter schools of nursing between June 30, 1943, and July 1, 1944, if even minimum civilian and military needs of the nation are to be met. This figure, which exceeds the 1942-43 quota by 10,000, is the estimate of the Subcommittees on Nursing and Hospitals of the Health and Medical Committee, Office of Defense Health and Welfare Services.

Victory Student Nurse Corps Proposed. . . As a means of reaching this quota the Health and Medical Committee has proposed a Victory Student Nurse Corps. Tentative provisions of the plan include a distinctive insignia, maintenance and stipends for students, and utilization of a portion of senior students in military and other governmental hospitals. The plan would be administered by the U.S. Public Health Service as an expansion of its present nursing education program. The required training period for student nurses would be condensed from 36 months to 30 or 24 months. Maintenance would be provided throughout the training period. Any student enrolled in a participating school of nursing after January 1, 1941, would be eligible to volunteer for the corps. Members would agree to serve wherever needed for the duration of the war and six months thereafter. Upon graduation, nurses would either enter the armed forces with full rank and pay of second lieutenant or ensign, or would be assigned to governmental or civilian nursing services essential to the war effort.

Current Training Aid Inadequate. . . "Current aid from the U.S. Public Health Service for undergraduate nurse training is inadequate to meet wartime nursing needs," said Dr. Thomas Parran, Surgeon General, U.S. Public Health Service. "Future quotas of the army and navy cannot be met from the current nurse supply without a threatened collapse of nursing care for the civilian population."

CIVILIAN EMPLOYMENT IN THE FEDERAL SERVICE

Source: Office of War Information
U.S. Civil Service Commission
Release, January 31, 1943

Civilian employment in the entire federal service showed a net increase of 63,008, or of 2.3%, during November, the United States Civil Service Commission announced today. The increase was the smallest net monthly change in government employment in recent months. At the end of November, the total civilian employment in federal service totalled 2,750,101 as compared with 2,687,093 a month before and 1,545,131 a year before. The biggest increase in November was outside Washington. Employees in the Washington, D.C., metropolitan area totalled 284,158 at the end of November - a net gain of only 466 employees over the October figures.

WOMEN'S ENROLLMENT CAMPAIGNS

Note: There has been much discussion as to the method for recruiting the womanpower needed to maintain the nation's production schedule. The merits of various plans for mobilization, registration, and voluntary enrollment have been debated within and outside the government. Following local experimentation with various schemes, the War Manpower Commission on January 17, 1943, announced comprehensive plans for the voluntary mobilization of American womanpower for war employment. The plan, based upon the recommendations of the Women's Advisory Committee of the War Manpower Commission, calls for women's enrollment campaigns in limited local areas when and as needed. A summary of the War Manpower Commission's policy on these campaigns follows below, and a discussion of local experience is included on page of the "Digest."

WAR MANPOWER COMMISSION PLANS FOR VOLUNTARY MOBILIZATION OF WOMEN

Source: Office of War Information
War Manpower Commission
Release, January 17, 1943

Comprehensive plans for the voluntary mobilization of American womanpower for war employment have been announced by the War Manpower Commission, based upon the recommendation of its Women's Advisory Committee which met in Washington on January 12 and 13. Local women's recruitment campaigns will be conducted only in certain areas because the entrance of large numbers of women not now in the labor market will not be necessary everywhere. They will be undertaken as one phase of an overall manpower program for the effective use of all labor in the area and only after full use has been made of the local unemployed reserve.

The plans will vary area by area according to local labor needs. There are three types of areas which must be dealt with by the commission, and every effort is being made to adapt mobilization plans to each local situation.

Where Unemployment Exists First are the areas in which there is still unemployment, and where no aggressive action will be taken to bring additional women into the labor market. National discussion of the need for women workers has unsettled the labor market in some of these communities and it should be emphasized that recruitment of women is not needed everywhere.

Where Direct Recruiting Is Adequate Second are areas where direct recruitment of women is taking place through the U.S. Employment Service offices. The women are brought to the offices or to special recruiting centers through educational efforts of the press, radio, local organizations, and the cooperation of local employers. They are referred directly to jobs, or to training courses leading to known jobs.

Where Voluntary Mobilization Is Needed Third are areas in which the most intensive direct recruiting through educational methods reaches the point of diminishing returns. As these develop, steps will be taken to enroll women voluntarily in order to obtain information as to their training, experience, availability, and other factors. This information will enable local manpower authorities to estimate their total potential supply of women workers and plan for other labor supply accordingly.

Conditions Essential to Successful Enrollment The decision as to when the third stage is reached will be made by the Manpower Area Director, with the advice of the Area War Manpower Committee. It was pointed out that even in a labor market as tight as Baltimore, Maryland, direct educational methods have been effective in recruiting more than a thousand women workers a week through the Area Manpower facilities. "No enrollment should take place in any area," Chairman McNutt said, "unless seven basic steps are taken. Enrollment will not be started:

"1. Unless effective measures to control migration of outside workers into the area and to prevent pirating of workers are in operation.

"2. Unless there has been effective use of presently employed war production workers in accordance with the Manning Table Plan and Manpower Analysis Studies.

"3. Unless the labor demand in the area cannot be met by one or more of the following means:

a. Full use of the present unemployed, including women regularly in the labor market, minority groups, and handicapped workers, so that those already seeking work will be hired before new women workers are recruited.

b. Transfer of already employed men and women from less to more essential jobs, making full use of the Selective Service occupational questionnaires for this purpose.

c. A thoroughgoing educational campaign leading to direct recruitment of women on an individual basis and referral to existing jobs, or training for known future jobs.

"4. Unless there is evidence of a sufficient local reservoir of women who can take jobs to justify the enrollment.

"5. Unless jobs have been analyzed in each plant by employers to determine those which women can fill. Reports are to be filed with the local U.S. Employment Service office showing the number of women to be hired, the jobs for which they will be hired, the approximate training required.

"6. Unless employers have agreed to hire women recruited by the enrollment in sufficient numbers so that a substantial proportion will be placed immediately and schedules for their future employment will be carried out.

"7. Unless management and labor support the War Manpower Commission's policy on recruitment training and employment for women workers, as formulated by the commission's Women's Advisory Committee."

TIMING OF CAMPAIGN IMPORTANT The program for local enrollment campaigns was based on a careful study of about 25 local recruitment drives which have already been held in communities throughout the country. Some of these were sponsored by Manpower and U.S. Employment Service officials. Others were held under local community auspices. This study showed clearly that special efforts to recruit new women workers should not be undertaken until after qualified unemployed people in the area have been placed. On the other hand, local women should be recruited early enough to forestall unnecessary migration of outside labor into the area, which results in overcrowding and dislocation and waste of manpower resources.

PROCEDURE In areas where we know women will be needed they will be asked to enroll voluntarily, to state their availability, qualifications for training and employment. Local U.S. Employment offices will ask all women in the area for information on their training, experience, and availability for work in essential war jobs and civilian activities. The women who indicate their availability will then be interviewed at the U.S. Employment office and referred to jobs or training as rapidly as they are needed.

The regional manpower directors will be responsible for conducting all recruitment activities in every area to correspond with specific employer agreements to hire women. These agreements will detail the number of women to be hired, when they will be hired, and in what occupations. Local manpower officials will also take steps to expand training facilities for the kind of training and the number of trainees needed in the area. On-the-job training for women workers, upgrading training for women foremen and supervisors and technical training will be included, the chairman added.

COMMUNITY FACILITIES Women with young children will be the last to be approached. However, local manpower officials will take steps to coordinate recruitment of women with local plans for child-care and other community facilities which will relieve women of the double burden of home and job responsibilities.

JOBS IN ESSENTIAL CIVILIAN INDUSTRIES Mr. McNutt emphasized that it is as important for women to take jobs in civilian trades and services - stores, offices, transportation, restaurants, laundries, child-care centers, hospitals - as in direct war industries. Maintenance of essential civilian industries and services is vital war work for which women are particularly well fitted. Not every woman will be needed in a war factory. In fact, two out of every three women workers will be needed in homefront jobs.

LOCAL EXPERIENCE WITH ENROLLMENT CAMPAIGNS FOR WOMEN WORKERS

Source: The Labor Market, November-December 1942
Reports and Analysis Division, Social
Security Board, Federal Security Agency

THE NEED FOR ENROLLMENT CAMPAIGNS

"Women in industry" is one of the chief topics of the day. Magazine articles extoll the new-found abilities of women, pictures of them at work appear in feature sections of newspapers, and the women's page advises how they can keep attractive despite the oil and the grime of the machines. The need for more women than are now in the labor market is not general throughout the country but concentrated in specific local areas which have or anticipate a shortage of male labor. If the number of women who respond to the customary recruitment methods is insufficient to meet the demand, an enrollment of all women in the area available for work may be necessary. Several such campaigns have already been made.

PROBLEMS IN INDUCING MORE WOMEN TO ENTER THE LABOR MARKET

Analysis of the experience in these local campaigns, indicates that enrollment campaigns reflect the problems common to all efforts to induce more women to enter the labor market. Rising earnings of male members of the family are not only deterring many women from seeking work, but are also causing withdrawals. Inexperienced women will have to be persuaded to take vocational training courses. Adequate child-care programs must be established against the time when it may become necessary to call upon women with young children. The fears of many women that their husbands' draft status will be affected if they accept employment must be allayed through clarification of the present Selective Service policy. The hesitancy of some women who think themselves unacceptable and the prejudice of others against factory work will have to be overcome. Moreover, the refusal of many working men and some unions to accept women will be difficult to remove unless employers accept the principle of equal pay for equal work. The War Labor Board has already recognized in its decisions that such a policy would further the war effort.

OVERALL PROGRAM ESSENTIAL The War Manpower Commission, profiting by the campaigns held to date, has formulated policies to govern the application of the enrollment of women as a technique for augmenting the labor supply. The commission has found that any plan for drawing women into the labor market must be part of an overall program for the most effective utilization of all labor in the local area. Qualified workers in essential activities must be used on jobs which require their greatest degree of skill, and full use must be made of the unemployed, including minority groups. Workers in less-essential industries should be transferred to war work and older, part-time, alien, and women workers, who are not qualified for war production, substituted for them.

TIMING OF GREAT IMPORTANCE The War Manpower Commission has also found that enrollments of women should be undertaken on a local level, and only in those areas where there is conclusive evidence of the need for this type of campaign. The importance of proper timing, whether the method employed be intensive recruitment through a thorough educational program, or an enrollment campaign, cannot be overemphasized. Action should be taken far enough in advance so that interviewing and training can be completed when the women are needed. On the other hand, the time should coincide as nearly as possible with hiring schedules in order that women aroused to an all-out effort can be provided the opportunity to work before their enthusiasm is dissipated and public confidence impaired. Precise planning is particularly necessary in the case of an enrollment campaign because the constantly changing availability status of women renders a considerable part of the information invalid within a relatively short period. In this instance at least "too much, too soon" is as bad as "too little, too late."

REVIEW OF LOCAL EXPERIMENTS

Oregon and Connecticut The initial drives to enroll all available women workers were held on a state-wide basis. Oregon conducted one last February, Connecticut during the early part of May. Both were conducted by the U.S. Employment Service with the close cooperation of local women's defense organizations. In neither case was the supply of women already in the market inadequate to meet demands for them. Publicity for the Oregon drive therefore emphasized that women were to supplant men in less-essential occupations as the latter were recruited for war employment. The stated purpose of the Connecticut camapign was to supply a pool of potential workers to meet anticipated future needs.

The Oregon drive was the more comprehensive of the two; 302,000 registrations representing 79% of the women over 18 years of age were returned. Analysis by the Employment Service revealed, however, that few of the registrants wanted factory or agricultural employment, though a third of them were willing to assist during a harvest emergency. Only a small proportion of the anticipated enrollment was realized in Connecticut due in part to nation-wide releases from Washington indicating lack of need for such action at the time. Unlike Oregon, half of the women who did register desired factory employment, but again many were interested in clerical work or had other preferences, and only a few were available for farm labor.

Seattle and Akron Seattle and Akron, faced with pressing labor and housing shortages last summer, sought an immediate solution to the dilemma in drives to recruit local labor. Second campaigns planned and run along lines indicated by further experience are now being recommended for both of these labor stringency areas. While the first Seattle drive was limited to women, an attempt was made in Akron to combine an investigation of the housing situation with a survey of the number of men and women workers available. As a result of the survey it was estimated that almost 19,000 residents could be recruited for work. However, the Employment Service found that only a third of those who originally indicated availability were still interested in job opportunities when contacted.

THE DETROIT CAMPAIGN

Careful Planning The most carefully planned and successful enrollment to date, for which results are available, was held in Detroit. An analysis of the labor demand and supply made prior to the registration revealed that unless large numbers of women not customarily in the labor force were drawn into the market, the area would face a shortage of 170,000 workers before November 1943. Representatives of employers were thereupon brought together by the local agencies of the War Production Board and the United States Employment Service in an effort to promote employment of the local female labor reserve. Plans were made for conducting an enrollment drive during August, since it was estimated that the existing labor supply would be exhausted by the end of that month. The six major employer organizations cooperated by urging their members to furnish the U.S. Employment Service with demand schedules for women workers based on studies of possible changes in production techniques which would permit greater use of women. It was agreed in principle that employers would avail themselves of the registrations by placing orders with the Employment Service. Meetings were also held with each of the two organized labor groups which agreed to support the drive if a policy of preference for workers displaced by conversion to war production were followed.

Method of Enrollment A total of 650,000 registration forms, to be completed by all women 18 years of age and over, whether employed or not, were distributed through the postal service to every household in Wayne County and the adjacent urban areas. Members of the Civilian Defense "Victory Aids" made a house-to-house follow-up urging the women to complete the questionnaires and helping them to do so when necessary. The forms were returned by mail to the U.S. Employment Service in Detroit. When the schedules became available to local offices, efforts were made to encourage the employers to use the women who had registered instead of large numbers of in-migrants. The War Production Board regional office and the Michigan Manufacturers' Association sent letters to employers urging them to plan for hiring an increased number of women and to draw upon the large pool of those who had reported they were willing to accept industrial employment.

Response and Placements A late November report from Detroit showed that three-fourths of the 266,000 women who filled out and returned the questionnaires were not working for wages. Of this group 142,000 indicated that they were available for work. Further analysis of a very large sample revealed that 121,000 or 62 per cent of the women who were unemployed desired factory work and that 30 per cent of these had at some time been engaged in work of this nature. Local office experience indicates that not all women who report themselves available will actually accept employment. Nevertheless, the sizable reserve of women workers established by this campaign will cut down the in-migration considerably. Although Detroit employers are still hiring large numbers of in-migrants, at least 12,000 women found jobs in war industries between September 15 and October 15. This accounted for 80 per cent of the net employment increase for this period. As a result of the drive, training courses are being filled to a great extent by women. To date the Employment Service has referred close to 4,000 women to vocational training, and there is a backlog of prospective women trainees sufficient to meet practically all of Detroit's industrial needs.

OTHER LOCAL EXPERIENCE

Similar enrollment campaigns were conducted in New Bedford, North Adams, and Greenfield, Massachusetts, in September and October. In these as in other New England areas, women are finding employment in greater numbers than ever before. Even without enrollment campaigns it has been found that sufficient numbers of women workers were available once employers' hiring specifications were relaxed and unskilled entry wages were raised to the rates paid men engaged in similar work.

Three enrollment campaigns were held in November in areas of extremely critical labor shortage: in Rochester, New York; in Dayton, Ohio; and in the Springfield-Holyoke-Northampton area of Massachusetts. Preliminary reports indicate that a high proportion of the potential women workers in each area responded to the appeal of the Employment Service to enter the labor market.

A fourth November drive was scheduled for the Territory of Hawaii. This was designed to be more than an occupational enrollment of women, however, for it was to provide information necessary to the Office of the Military Governor and the Office of Civilian Defense, as well as the Employment Service. The registration is therefore under military regulations and is compulsory for all women in the Territory over 16 years of age, who will also have to notify the Office of Civilian Defense of any subsequent change in employment status. The resultant registration files will be used by the U.S. Employment Service for placement purposes. Judging from the number of jobs on order with the local offices, 3,000 women could be placed immediately, and additional contacts are being made to insure prompt recruitment and placement of women as soon as possible after their registration forms are received.

SUMMARY OF CAMPAIGNS CONDUCTED IN 1942
FOR THE MOBILIZATION OR REGISTRATION OF WOMEN 1/

Source: Labor Market Division
Bureau of Program Planning and Review
War Manpower Commission

Region	Area	Date	Method of distribution	Number of forms	
				Distributed	Returned
I	Connecticut (State-wide)	May	Door-to-door census by volunteer workers	16,000	16,000
	New Bedford, Mass.	September	Post office	50,000	7,200
	North Adams, Mass.	October	Post office	20,000	3,400
	Greenfield, Mass.	October	Post office	25,000	Not available
	Springfield-Holyoke-Northampton, Mass.	November	Post office	Not available	Not available
II	Rochester, N.Y.	November	Post office	131,000	52,000
V	Michigan 2/ (State-wide)	April	Door-to-door census by volunteer workers	135,731	135,731 (women-52,124) (men- 83,607)
	Akron, 3/ Ohio	August	Household survey by volunteer workers	3/ 51,100	3/ 51,100
	Detroit, Mich.	August	Post office	650,000	266,000

See footnotes at end of table.

Summary of campaigns conducted in 1942 for the mobilization or registration of Women 1/

Region	Area	Date	Method of distribution	Number of forms	
				Distributed	Returned
V (Cont'd)	Dayton, Ohio	November	Post office	109,000	64,300
VI	Evansville, Ind.	October	Door-to-door census by volunteer workers	60,000	8,000
XII	Oregon (State-wide)	February	Door-to-door census by volunteer workers	302,000	302,000
	Seattle, Wash.	August	Registration at designated places	6,000	6,000
	San Diego, Calif.	November	Distributed by volunteer workers	Not available	Not available
Territory	Hawaii	November-December	Through schools, OCD stations and employers	4/	4/

1/ Campaigns to recruit women for employment which were accompanied by the distribution of a questionnaire or a registration form to women in the designated area. The campaigns did not, in all instances, involve initial sponsorship by the USES. There may have been additional campaigns not reported to the War Manpower Commission in Washington.

2/ Campaign covered all unemployed workers, women not in the labor market, and workers in critical occupations not employed at highest skill level.

3/ Campaign covered all potential war workers, male and female. Number of forms distributed and returned represent "household" schedules and not the actual number of persons who registered.

4/ Data not available on number of forms distributed and returned. Compulsory registration for all women over 16 years of age was ordered by the Military Governor of the Territory.

WAR MANPOWER COMMISSION

Summary of campaigns planned or conducted in 1943 for the enrollment of women for wartime employment 1/ (as of January 30, 1943)

Region	Area	Date		Method of distribution	Number of forms		Comments
		Planned	Conducted		Distributed	Received	
I	Warren, Bristol, R.I.		January 26				
	Pittsfield, Mass.		January 25				
II	Buffalo, N.Y.	January	January	Post office	Not available	Not available	
III	Harrisburg, Pa.	Feb. 8	---	Post office	---	---	Enrollment deferred by decision of regional office, 1/26/43
	Trenton, N. J.	Feb. 8	---	"	---	---	"
	Wilmington, Del.	Feb. 8	---	"	---	---	"
	Newark, N.J.	Feb. 15	---	"	---	---	"
	Philadelphia, Pa. (Bristol only)	Feb.15	---	"	---	---	"
	Erie, Pa.	Mar. 1	---	"	---	---	"
	Paterson, N.J.	Mar. 1	---	"	---	---	"
	Reading, Pa.	Mar. 15	---	"	---	---	"

1/ Campaigns, planned and controlled by the War Manpower Commission, in accordance with governing policies, and accompanied by distribution of enrollment or questionnaire form to all women in the specified area.

III. INFORMATION ON
STANDARDS AND POLICY ON THE EMPLOYMENT OF WOMEN

STATEMENT ON EMPLOYEE RELATIONS POLICY OF THE U.S. WAR DEPARTMENT

1,250,000 CIVILIANS are employed by the War Department in field establishments. While no exact breakdown by sex is available, it is known that a large portion of these are women, engaged in industrial operations involved in the procurement, manufacture and transportation of war materials and in vital administrative services. The basic policy for the War Department's relations with its one and a quarter million civilian employees is outlined in the statement reprinted below. Implementation of this policy is lodged with the administrative staff of the department, and, in an operating sense upon those carrying a managerial function in field establishments.

Source: Administrative Memorandum No. W-6
War Department; Washington, D.C.
January 31, 1943

Subject: Employee relations policy for War Department employees.

It is the policy of the War Department to establish and maintain a total working environment in which the whole series of the experiences of the individual in his daily job will be most conducive to the stimulation of his best endeavor. Toward that end certain basic principles on which the War Department's practices have always been founded are here set forth in order to assure the continuation of mutually satisfactory relationships. It must be recognized that the War Department is subject to statutes and regulations which govern the administration of civilian employment and that its policies therefore must be formulated in accordance therewith.

1. NO DISCRIMINATION The War Department will make no discrimination in favor of or against an employee because of race, sex, color, religion, creed, national origin, or political or other affiliation (except as may be required by law).

2. CIVIL SERVICE All appointments will be made in accordance with Civil Service laws, which provide for the selection of applicants on the basis of merit and approved qualifications.

3. UTILIZATION OF SKILLS Following initial placement, if employees are found to be unsuited for the duties to which assigned, an effort will be made to find other work for which they are better suited. It is the intention of the department to review the skills of employees to the end that maximum utilization of such skills be had. In this connection planned programs

of transfer will be established in order to utilize employees' abilities to the maximum, and to allow consideration for the immediate needs of their personal adjustments.

4. PROMOTION As vacancies occur it is the intent of the department to promote those with suitable qualifications from within the same organizational structure where possible. In order that employees may achieve their maximum growth and advancement, training programs are established to give employees the opportunity to prepare themselves for positions of more responsibility.

5. EQUAL PAY FOR EQUAL WORK It is the intention of the department to insure, so far as possible, compensation consistent with the principle of equal pay for equal work through the utilization of the Classification Act of 1923, as amended, wage boards, and other wage fixing authorities.

6. WORKING CONDITIONS It is the intention of the department to provide safe, pleasant, and healthful working conditions conducive to maximum efficiency and consistent with emergency needs and conditions of the war. Comprehensive safety programs will be instituted to insure full protection to employees on the job. It is likewise the intention of the department to provide such medical and health education services as are needed to assist employees to maintain optimum health. Medical attention as a result of accidents arising out of and in the course of employment will be provided and compensation paid as specified by law.

7. COUNSELING SERVICES The department will encourage the establishment and expansion of counseling services that are designed to implement the employee relations policies herein described by assisting both supervisors and individual employees in effecting satisfactory adjustment on the job. Counseling services are also available to employees to assist them in matters of personal welfare, recreational, social, and educational needs. Through close coordination with other personnel services within the department and with various community organizations, counselors are able to serve the interests of employees both at their work and away from their work.

8. COORDINATION OF POLICY The department recognizes the need for coordination of the thinking of all levels of administration so that policies and policy interpretation may be correct and as uniform as possible throughout the organization and to provide a continuous flow of information up and down the supervisory line leading to the Secretary of War. It is recognized that joint conferences between the various administrative staff are valuable in order to provide this coordinated thinking, in order to improve the efficiency, working conditions, and well-being of employees, and to insure the successful prosecution of the aim of the War Department. To this end such conferences for the free interchange of ideas on matters of mutual interest will be encouraged. Such conferences will be conducted as an integral and important part of the supervisory training program for the department, the machinery for which is now being developed.

9. OBLIGATIONS OF EMPLOYEES The employees of the War Department have an obligation to support and defend the Constitution, to carry out the duties of their positions to the best of their ability, to conduct themselves during and outside working hours in a manner which will reflect credit on the department, and to manifest a cooperative spirit in their relations with their fellow employees and supervisors.

10. GRIEVANCE MACHINERY It is the intent that employees be treated fairly in all respects, and those who feel that they are not so treated are privileged to discuss freely and settle their problems with their supervisors. Failing satisfactory conclusions through such means, grievance machinery should be utilized. Procedures for such appeals will be established.

11. COLLECTIVE BARGAINING Employees have the right to join or refrain from joining any group or union which has for its purpose the bettering of conditions of employees with relation to their employment, without interference, coercion, restraint, or fears of discrimination or reprisal because of such membership or nonmembership. This right may be exercised individually or collectively through committees of employees selected by the employees themselves. In addition to this right of employees, it has been the long established practice of the department to give consideration to petitions or presentations not only when received from employees direct, but also when received from representatives of groups of which the employees are members; also to allow canvassing of employees at the station of employment to join employee organizations when the canvassing is conducted outside of working hours, subject to proper maintenance of work schedules and administrative feasibility. Wherever feasible, official leave will be granted to union representatives for the purpose of attending conferences with administrative officials. The standing of employees who are members of such unions will not be affected so long as their loyalty to the government service, together with the ability to perform their duties, is assured.

12. PUBLICATION OF POLICY All policies defining the position and attitude of the War Department on personnel administration will be made known in order that all employees may be fully informed as regards their rights and obligations.

(AG 230 (1-31-43) WD-MP-FH)

By order of the Secretary of War:

/s/ John W. Martyn

JOHN W. MARTYN,
Administrative Assistant.

OFFICIAL:
J. A. ULIO,
Major General,
The Adjutant General.

WAR MANPOWER COMMISSION POLICY ON EMPLOYMENT OF YOUTH

Note: The number of boys and girls under 18 going to work is increasing tremendously. While we recognize that many young persons will be needed in the labor force, we know that careless and wasteful use of our youthpower resources would be tragic mismanagement. A statement of policy for the inclusion of youth in agricultural and industrial wartime employment, and for special safeguards surrounding this employment, long needed, was approved by the War Manpower Commission on February 7. This statement of policy is reprinted below. Its implementation will require utmost watchfulness wherever the labor market is open to children.

* * *

Source: Office of War Information
War Manpower Commission
Release, February 7, 1943

Safeguards for the health, welfare, and education of American youth whose services are being demanded by the war program were advanced by a statement of policy approved by the War Manpower Commission. While it is recognized that many young persons under 18 will be needed to replace men and women who have left their peacetime occupations to join the armed services or take war production jobs, entrance of young persons into the nation's labor force must be hedged with careful provisions which consider the nation's future.

It is essential that young people have the fullest possible opportunity consistent with the war effort to complete their education. Those with special aptitudes and capacity for further training should continue their education in order to develop their maximum abilities applicable to war and postwar needs. In most cases youth under 18 can best contribute to the war program by continuing in school and, when their services are required, accepting vacation and part-time employment. In any case, all forms of employment of such youth, including employment in agriculture, must be specially safeguarded. Their services must be used in such ways as to bring about their maximum contribution to manpower needs consistent with the protection of their health and welfare and the fullest utilization and development of their aptitudes, abilities, and interests. The achievement of these objectives requires the active cooperation of young people, their parents, government agencies, educational authorities, management, and labor.

The basic national policy with respect to youth was stated as follows:

1. EXISTING STANDARDS SHOULD BE MAINTAINED

School attendance laws and child-labor standards embodied in state and federal laws should be preserved and enforced, and the minimum standards hereinafter listed not be construed to warrant any relaxation of these laws or lowering of the standards embodied in them.

2. FOURTEEN MINIMUM AGE LIMIT

No one under 14 years of age should be employed full time or part time as a part of the hired labor force.

3. SAFEGUARDS FOR THOSE UNDER 18

Youth under 18 years of age may properly be employed only:

(a) after the employer obtains proof of age in the form of employment or age certificates or, in case such certificates are not legally required, other reliable evidence;
(b) in work suited to their age and strength, avoiding all occupations that are hazardous or detrimental to health or welfare;
(c) where provision is made for adequate meal and rest periods or time, and facilities therefor, adequate sanitary facilities; and safeguards for health and safety;
(d) for periods suited to their age and strength, and in no case for more than 8 hours a day or 6 consecutive days, except as deviations may be necessary where the worker is engaged in continuing farm work of a nonseasonal character and is domiciled at the place of employment, or except as temporary departures from the above standard under adequate safeguards, where permitted for youth aged 16 and 17 under existing federal or state laws, rules or regulations, may be necessary to meet a special emergency:
(e) during hours of day not detrimental to their health and welfare; and
(f) at wages paid adult workers for similar job performance.

4. SAFEGUARDS FOR 14 and 15 YEAR OLDS

Youth aged 14 or 15 may properly be employed only when, in addition to the foregoing conditions:

(a) qualified older workers are not available; and
(b) the employment is not in manufacturing or mining occupations.

5. TOTAL 8-HOUR DAY FOR IN-SCHOOL YOUTH

In-school youth may properly be employed only to the extent that the combined school and work activities involve no undue strain, and that combined school and work hours, at least for youth under 16, not exceed 8 per day.

6. EMPLOYMENT DURING SCHOOL HOURS

In-school youth should not be employed during school hours unless the area or regional manpower director has determined that temporary needs of an emergency character cannot be met by full use of other available sources of labor, in which case school programs shall be adjusted under plans that:

(a) provide for the educational programs of those who take employment;

(b) avoid interference with the school attendance of those who do not take employment; and
(c) avoid the closing of any school or grades therin; except to the extent that the hours, terms or curricula are readjusted to preclude the curtailment of educational opportunities.

7. SCHOOL AUTHORITIES RESPONSIBLE When wartime emergency arrangements have been entered into with school authorities for the part-time employment of in-school youth as a part of the school program, the employer should be responsible for certifying to the school authorities that such employment will be in conformity with state and federal laws governing the employment of minors and with the standards contained in sections 3 to 7 above, and the school authorities be responsible for permitting school children to take only those jobs that will contribute definitely to their educational welfare and useful work experience.

8. TRANSPORTATION When it is necessary to transport young people to and from work, safe and adequate means of transportation should be provided, and the period of work and transportation should not exceed 10 hours a day.

9. HOUSING Where youth under 18 years of age are recruited in groups for agricultural work requiring them to live away from home, prior to placement assurances should be furnished by appropriate community or other agencies that suitable living conditions, sanitary facilities, health protection, supervision, and leisure-time activities will be provided; and in no case should youth aged 14 or 15 be recruited for work requiring them to live away from home except where such work is in connection with programs conducted by recognized youth-serving agencies that provide close supervision.

10. MIGRATION Any youth interested in work in another area should not leave his own area in search of work without first:
(a) registering for employment at the nearest local office of the U.S. Employment Service or such other agency as may be designated by the War Manpower Commission;
(b) presenting evidence of parental consent; and
(c) being referred by such office to a specific job opening where he can be lawfully employed, and where there are suitable arrangements for housing.

CHILDREN'S BUREAU STANDARDS FOR YOUNG WORKERS ENTERING WARTIME INDUSTRY

Source: Office of War Information
Department of Labor
Release, January 20, 1943

BUREAU TO SET ADVISORY STANDARDS In a move to protect young workers entering wartime industry, Katharine F. Lenroot, chief of the Children's Bureau of the United States Department of Labor, announced that the bureau is setting up a series of advisory standards pointing out the hazards of various occupations in which young workers are likely to be employed and listing kinds of work that are relatively safe or unsafe for boys and girls

16 and 17 years of age. The purpose of the bureau's action is to conserve the potential manpower of the nation, while utilizing it to the fullest extent in the all-out war effort. Fatal or crippling accidents to workers in the youngest age group, which might have been avoided through assignment to suitable occupations, pile up a wartime casualty list that cuts off the stream of manpower at its source.

16-17-YEAR OLDS IN INDUSTRY INCREASE 88 PER CENT IN 1941

War has created a vastly altered picture in respect to youth employment - one that calls for rapid, streamlined action to provide the necessary protection. Today the 16- and 17-year olds represent an important source of labor supply. The number of them obtaining employment in September 1942 showed an increase of 88 per cent over figures for September 1941. In the year 1941 more than 500,000 children and young persons, ranging in ages from 14 through 17, and in the first six months of 1942 more than 300,000, received employment or age certificates for full-time or part-time jobs. Since last June the numbers have continued to rise rapidly and may be expected to do so throughout 1943.

INDUSTRIAL ACCIDENT RATE UP 14 PER CENT 1941

The accident rate is also on the upgrade. No separate statistics for young workers have been compiled, but the frequency rate for industrial accidents, which means the average number of injuries per million hours worked, was 14 per cent higher in 1941 than in 1940, an increase attributable to the influx of large numbers of inexperienced workers into the war industries, the overcrowded conditions of work in the wartime factories, and the failure of safety activities to keep fully abreast of the war program. Work accidents occurring in 1941 deprived the United States of 251,000,000 man days of actual and potential production time. This figure is based both on the loss incurred in that year and the loss to production time in later years represented by deaths and permanent disabilities. This loss is equivalent to the full-time employment for a year of more than 800,000 workers.

MANDATORY ORDERS TOO SLOW IN WARTIME

"The chief of the Children's Bureau is empowered by the Fair Labor Standards Act to issue mandatory orders prohibiting boys and girls under 18 years of age from working at any occupation declared to be hazardous in an industry that ships goods in interstate commerce," Miss Lenroot explained. "Mandatory orders serve a valuable purpose in keeping youths out of occupations where the natural impulsiveness and carelessness of the adolescent, coupled with an unusual degree of danger, might cause them to be killed or maimed for life. But the process for issuing mandatory orders, which have the full effect of law, is necessarily slow, involving not only thorough investigation and consultation with advisers, but also public notice and hearings."

VOLUNTARY COOPERATION OF EMPLOYERS URGED

In announcing these advisory standards, the bureau urges the voluntary cooperation of the thousands of employers in war industries in adopting employment and training practices in respect to youths aged 16 and 17 that take into account both the relative hazards of specific occupations and the added factor of risk owing to youth and inexperience.

SAFETY ENGINEERS TO STUDY WAR JOBS

The first advisory standards to be issued cover shipbuilding and the lead-using industries. Other standards will follow as soon as the investigations are complete. The hazards of different trades, skilled and unskilled tasks in shipbuilding, in lead using, and in the chemical and other war industries, are subjected to close analysis by safety engineers of the Children's Bureau which likewise seeks the advice of men in the war plants who are handling young workers and gaining knowledge of their capacities and weaknesses.

CHILDREN'S BUREAU ESTIMATES OF YOUTH EMPLOYMENT

Source: Office of War Information
U.S. Department of Labor
Release, February 11, 1943

Rough estimates based on the 1940 census, and trends since that time place the total number of boys and girls at work in full-time or part-time jobs at 2,000,000 in October 1942, with an additional million at work during the summer vacation period, according to Miss Lenroot, chief of the Children's Bureau, U.S. Department of Labor. Reports received by the Children's Bureau on employment and age certificates issued to children going to work during the last six months of 1942 are not yet complete, but even so, they show that nearly four times as many children 14 and 15 years of age left school for work in these months as in the same period of 1940 - two years ago - and more than three times as many took vacation and part-time jobs. Again in the last six months of 1942, more than twice as many 16- and 17-year old children entered employment as in the whole year 1940.

"The War Manpower Commission's decision to put strict safeguards around the employment of youth will be of benefit to youngsters under 18 and to the nation," said Miss Lenroot, commenting on the statement of policy released February 7. The number of boys and girls under 18 going to work is increasing tremendously and the commission's timely action is welcomed by all agencies, groups, and individuals interested both in promoting the welfare of youth and in augmenting the effective manpower of the nation.

The War Manpower Commission's statement of policy gives to the American people for the first time a blueprint for fitting the employment of children and youth in industry and agriculture into its proper place in the overall plans of the nation for winning the war. It recognizes that many young persons will be needed in the labor force, but it visualizes also the fact that careless and unsupervised use of youth power is a waste of the most precious resource of the nation, and warns that strict safeguards should be set around the employment of these boys and girls.

These safeguards include adherence to state and federal legislative standards, and the establishment of minimum ages of 14 for employment as part of the hired labor force, 16 for employment in factories, and 18 in employment in especially hazardous occupations. In addition, the statement includes as necessary safeguards for employment of youth under 18 the basic labor standards recommended in December 1942 to state labor commissioners by the federal departments most concerned with the prosecution of the war - an 8-hour day and 48-hour week, one day of rest in seven, and adequate meal and rest periods.

As to the thousands leaving high school and even elementary school to go to work, many are in jobs in which they contribute less to the whole war effort of the nation than they would if they continued their studies. Indeed, the War Manpower Commission statement of policy sets forth the principle that the first responsibility and obligation of youth under 18, even in wartime, is to take full advantage of their educational opportunities in order to prepare themselves for war and postwar services and for the duties of citizenship. In most cases, it is pointed out, youth under 18 can best contribute to the war program by continuing in school and, when their services are required, accepting vacation and part-time employment.

In recognition of the heavy part-time work and school programs many boys and girls are undertaking, the commission recommends that part-time work of school children be permitted only to the extent that the combined school and work programs involve no undue strain, and that at least for youth under 16, their hours not exceed 8 a day.

The practical application of the employment policies embodied in the War Manpower Commission's statement by those recruiting and employing youth will help the children and youth of the nation to make their finest contribution to their country's good.

EXEMPTION FROM THE PROVISIONS OF THE WALSH-HEALEY PUBLIC CONTRACTS ACT TO PERMIT EMPLOYMENT OF WOMEN UNDER EIGHTEEN

Note: Many manufacturing establishments operating in peacetime in conformity with the Minimum Wage Law include persons over 16 but under 18 in their labor forces. When these plants received war orders in the form of government contracts they became subject to the provisions of the Walsh-Healey Public Contracts Act which prohibits the employment of women under 18. These plants were faced with the necessity, in a tight labor market, of dismissing their young workers. Because of this discrepancy in federal legislation, the Secretary of Labor on November 11, 1942, issued the following order lowering to 16 the minimum age permitted by the Walsh-Healey Act.

Source: Title 41 - Public Contracts
Chapter II - Division of Public Contracts
U.S. Department of Labor, Washington, D.C.
November 11, 1942

WHEREAS, the Acting Secretary of War, the Acting Secretary of the Navy and the chairman of the Maritime Commission having requested that an exemption be granted under section 6 of the Walsh-Healey Public Contracts Act (49 Stat. 2036; 41 U.S.C. Supp. III, 35), hereinafter called the act, permitting the award of contracts to contractors in all other industries not included in the exemption order dated April 21, 1942, without the inclusion in such contracts as required by section 1(d) of the act the representation and stipulation:

> "That no. . . female person under eighteen years of age. . . will be employed by the contractor in the manufacture or production or furnishing of any of the materials, supplies, articles, or equipment included in such contract"; and

WHEREAS, the request is supported by written findings signed by the Acting Secretaries of War and Navy and the chairman of the Maritime Commission that the inclusion of such stipulation as provided in section 1(d) of the act will impair seriously the conduct of government business by retarding essential production and interfering with the successful prosecution of the war in which the United States is engaged and which requires the complete utilization of the human and national resources of the nation; and

WHEREAS, an exemption has been granted heretofore to permit the employment of girls between the ages of 16 and 18 upon contracts in certain industries; and

WHEREAS, it is apparent that justice and public interest will be served by extending the exemption to all other industries on a basis of the findings by the Acting Secretary of War, the Acting Secretary of the Navy and the chairman of the Maritime Commission;

I HEREBY AMEND the order dated April 21, 1942, pursuant to the powers vested in me by section 6 of the Walsh-Healey Public Contracts Act until further ordered granting an exemption from the application of section 1(d) and section 2 of the act with respect to the employment of girls between the ages of 16 and 18 by contractors from this date in any industry, subject to the following conditions:

(1) That no girl under 16 years of age shall be employed.

(2) That no girl under 18 years of age shall be employed for more than 8 hours in any one day, or between the hours of 10 p.m. and 6 a.m., or in any way contrary to state laws governing hours of work.

(3) That no girl under 18 years of age shall be employed in any operation or occupation which, under the Fair Labor Standards Act or under any state law or administrative ruling, is determined to be hazardous in nature or dangerous to health.

(4) That for every girl under the age of 18 years employed by him the contractor shall obtain and keep on file a certificate of age showing that the girl is at least 16 years of age.

(5) That a specific and definite luncheon period of at least 30 minutes be regularly granted any women workers under 18 years of age.

(6) That no girl under 18 shall be employed at less than the minimum hourly rate set by or under the Fair Labor Standards Act or the Walsh-Healey Public Contracts Act for the industry in which the exemption is granted.

Dated: November 11, 1942

(Signed) FRANCES PERKINS

EMPLOYMENT OF WOMEN IN WARTIME AGRICULTURE

Note: We have had numerous requests for information on employment of women in wartime agriculture. Responsibility for the farm labor supply has recently been delegated by the War Manpower Commission to the Department of Agriculture. No information on the department's policy re the employment of women in farm work has as yet been made available. We are including in this issue of the Digest such information as may throw some light on the problems ahead and will supplement this in future issues of the Digest as official policy is released.

In thinking about the agricultural labor problem it would be well to keep in mind the following points suggested by the rural secretaries of the Y.W.C.A.:

(1) The importance to victory of successful production of our food goals to meet needs of armed forces, allies and civilians.

(2) The advisability of augmenting our farm labor force by the addition of women rather than children and the availability of agricultural training programs for women.

(3) The urgency of maintaining adequate wage and working standards in agricultural occupations upon which millions of citizens depend for a living in both war and peacetimes, and the threat to these standards if well-meaning volunteers do not comprehend the problems involved.

(4) The need for carefully coordinated planning by all agencies, in the community, both public and private, that are concerned to insure efficient service to farmers and to safeguard the welfare of the workers.

LABOR MARKET DEVELOPMENTS IN AGRICULTURE

Source: The Labor Market, November-December 1942
Reports and Analysis Division, Social
Security Board, Federal Security Agency

FOOD PRODUCTION GOALS FOR 1943 The United States Department of Agriculture has released tentative information on the food production goals for 1943, calling for the highest production of food in the history of the United States. They call for increased production of those crops which are considered essential for the needs of the armed forces and the civilian population of the United States and her allies: milk, meat, eggs, feed grains, dry beans and peas, poultry, oil crops, long staple cotton, and those varieties of vegetables which have high food values.

AGRICULTURAL LABOR SUPPLY The number of persons engaged in agricultural activity on November 1 totaled approximately 11 million, reduction of more than 1 million workers from the previous month, according to the United States Department of Agriculture. While total employment on this date was at approximately the same level as employment on the same day last year, the composition of the labor force was reported to have changed considerably. A larger percentage of farm workers consisted of women, children, and volunteer townspeople. The number of family workers participating in crop activities remained the same as in 1941. The number of women in agriculture will increase by at least 300,000 by the end of 1943.

PROGRAM TO PROVIDE ADEQUATE LABOR FORCE WMC chairman Paul V. McNutt released a 6-point program, drawn up by the War Manpower Commission in cooperation with the Department of Agriculture to provide labor for 1943 record agricultural production. The program includes: (1) full-time continuous employment of mobile groups of experienced farm workers, transported at government expense from one area to another as the crops mature; (2) relaxation of legal barriers which now restrict the complete mobility of labor between states; (3) transfer of experienced farm operators and workers now on substandard lands to productive areas of labor demand; (4) expansion of the U.S. Employment Service farm placement machinery for direction of farm labor movement and full-scale mobilization of local volunteer groups; (5) adjustment of farm wages to bring the income of farm workers more nearly into line with those of industrial workers; (6) a farm labor training and management program, now being developed by the Department of Agriculture and the U.S. Office of Education. This will aid farmers to make the most effective use of the smaller number of experienced workers through expert supervision, training, and upgrading.

PRICE SUBSIDY AND DEFERMENT POLICY To encourage farmers to produce the necessary quantities of food, the U.S. Department of Agriculture announced a policy of price supports for essential war crops. Local boards of the Selective Service System have been directed to place all registrants regularly engaged in agricultural occupations essential to the war effort in class II-C or III-C.

AGRICULTURAL WAGES On November 30 the Office of Economic Stabilization issued an amendment to its previous wage regulations, stating that increases in wages and salaries of agricultural workers are not subject to any of the wage regulations previously issued by the Office of Economic Stabilization. This amendment recognizes that wages paid agricultural labor are generally substandard and that a wide disparity exists between agricultural wages and the prevailing wages in other essential war industries. The necessity for exempting agricultural wages from existing wage regulations was recognized as important to the retention and recruitment of agricultural workers. The amendment does not apply to persons engaged in agricultural production earning more than $2,400 annually. The authority to determine when and where increases in agricultural wages should be made rests with the Secretary of Agriculture.

DEPARTMENT OF AGRICULTURE TO DIRECT FARM LABOR RECRUITING

Source: Office of War Information
War Manpower Commission
Department of Agriculture
Release, January 25, 1943

Unified responsibility for supplying labor for war production on farms was given to Secretary of Agriculture Claude R. Wickard under a directive issued by Paul V. McNutt on January 25. Operating responsibility for recruiting and placing farm labor, the determination of needs and of areas of supply, the transportation of farm workers to shortage areas, and the determination of war-essential crops are brought together in the Department of Agriculture. Under a previous directive from Economics Stabilization Director James F. Byrnes, the department also has responsibility for dealing with farm wages.

The Department of Agriculture's responsibilities relate to all labor concerned with or incident to regular farming operations but do not include labor for manufacturing or commercial operations, such as processing, packing, canning, transporting, and marketing farm products. The department will handle all operating functions for the importation of farm workers from outside the country, subject to policies of the War Manpower Commission and will mobilize and direct the use of local supplies of labor for agriculture including women and young people.

Operating responsibility for the farm labor program will be centralized in the Agricultural Labor Branch of the department's Food Production Administration, Secretary Wickard announced. Major John O. Walker is in charge of this division; in this capacity he will also serve on the staff of the Bureau of Placement of the War Manpower Commission.

STANDARDS FOR WARTIME EMPLOYMENT OF WOMEN IN AGRICULTURE

Source: Women's Bureau, U.S. Department
of Labor, Washington, D.C.
June 13, 1942

WOMEN'S BUREAU REPORT Because women are eager to make a practical contribution to the nation's food-for-victory program, the Women's Bureau, U.S. Department of Labor, has examined carefully the wartime problems involved in the effective use of women on farms. Women for farm work in labor shortage areas should be recruited and employed in accordance with recognized standards of efficiency, health, and agricultural planning - this is the Bureau's conclusion in a special report, Guides for Wartime Use of Women on Farms. Confusion and waste resulting from misdirected enthusiasm will be reduced to a minimum if individuals and local women's groups cooperate fully with the federal agencies responsible for farm labor supply in working out the farm labor situation. According to the report, any plan for the increased use of women on farms should observe three main principles -

1. Efficient Recruiting
   The recruiting of women for agricultural service should be done systematically and efficiently, and should be confined to those areas in which a real need for women's services is anticipated. The agency best equipped to do the necessary recruiting is the United States Employment Service.

2. Careful Selection
   Only those women should be selected for work on farms who are able to make a substantial contribution to production. Physical fitness for the job, training, and experience should be the determining factors in selecting prospective workers.

3. Maintenance of Standards
   Such working and living conditions as experience has proved are essential to maximum production and the maintenance of health should be provided. Under no circumstance should the use of women be permitted to lower existing standards of wages and working conditions.

ROLE OF FARM PLACEMENT OFFICES No plan to organize women volunteers for farm work in any community should be undertaken until local representatives of the two United States Government agencies - the Department of Agriculture and the Employment Service - have been consulted concerning the need for women workers on local or nearby farms. All registrations for jobs and all placements should be done under the direction of or in cooperation with state and local farm placement offices of the U.S. Employment Service. Thus much unnecessary personal interviewing and shopping around for appropriate work can be avoided by women willing to do farm work. The county agricultural war board can give the necessary information in areas without local employment offices.

COOPERATIVE PLANNING State and local committees of farmers, workers, and representatives of the public should work out together the standard wage rates that should be paid to farm laborers and the length of the basic workday and week in the respective communities. Either as members of these committees or as advisers to them, representatives of women's organizations can exert great influence in securing the establishment and maintenance of proper working conditions for women.

PHYSICAL EXAMS Physical examinations for women applicants before placements are made will help to avoid serious consequences of work which may be too strenuous for some women.

48-HOUR WEEK Hours and wages for farm work should compare favorably to those in other occupations. The experience of industries employing women shows clearly that women are most efficient and productive when they do not work more than 48 hours a week and have at least one day of rest in seven. If longer hours are necessary on farms it is urged that when emergencies require overtime for several days, compensating time off should be allowed during the same or following week to assure full recuperation from the unusual physical strain.

30 CENTS MINIMUM Wages should be comparable to those in canneries and other industries if farmers are to attract a sufficient number of workers to harvest this year's crops. The Federal Fair Labor Standards Act serves as a guide for possible minimum-wage standards for women in agriculture. Under this federal law men and women employed in interstate industries must be paid at least 30 cents an hour. Most canneries, as well as other manufacturing establishments are covered by this act.

UNDERCUTTING STANDARDS Women should not work as farm laborers for little or no pay even though they are eager to serve their country and do not need the money. Though the motive is generous, the effects of such a practice would be wholly unsound. Millions of men and women in peacetimes as well as in time of war must earn their living by working for wages on the nation's farms. Many of these workers find existence at present wage levels exceedingly difficult. Should women offer to work for less, they would serve only to undercut existing rates and aggravate an already serious social problem.

TRANSPORTATION Transportation problems add complications to the farm labor shortages and raise questions of living facilities for women farm workers. As far as possible, women from neighboring towns and villages should be used, but in many such cases farmers will have to provide the transportation to and from the job in their own cars, or school buses might be used.

HOUSING Where larger numbers of women are required and living quarters must be provided for a relatively long time, the problem becomes more serious. In such circumstances certain minimum standards are recommended which include:

Clean and sanitary living quarters, screened if possible.

Adequate and sanitary toilet facilities.

Shelters that are proof against rain and free from unwholesome dampness.

Pure water for drinking and bathing, tested and certified as safe by public health authorities.

Clean and comfortable beds; a single bed for each worker wherever possible.

If groups of young women should be employed on farms and required to live in camps or dormitories, proper supervision by qualified adult women should be provided in all cases.

This report is intended as a guide to the many women's organizations that want to help solve the pending farm labor shortage and have offered their services to state and federal agencies. "Women's groups," Miss Mary Anderson, director of the Women's Bureau, said, "probably can render the greatest assistance to the food-for-victory drive by helping put into operation the program outlined by the Women's Bureau."

RECRUITING WOMEN TO SUPPLY DEMANDS FOR FARM WORKERS

Note: The following synopsis of a USES directive issued to local employment offices in 1942 may throw some light on the situation which we will face in 1943, when an estimated 300,000 more women will be needed for farm work.

Source: USES Operations Bulletin No. C-24
United States Employment Service
Washington, D.C., March 19, 1942

THE WOMAN'S LAND ARMY IN THE LAST WAR

The utilization of women as farm workers may be necessary in many areas and communities to replace men who have been withdrawn for other wartime activities. This does not represent a new development. Women were widely used as farm workers during the last war, and in 1917 and 1918 a number of private and public groups and agencies cooperated with the United States Employment Service in recruiting groups of women and girl "farmerettes" to work on farms where the labor need had become critical. The Woman's Land Army of America, organized in 1917, was one agency which was particularly effective in recruiting women for necessary farm work. The Woman's Land Army used what it termed a "unit plan" which briefly meant the organization of women and girls into units or groups at central recruitment points. From these recruitment points the units were transported to, and lived together in, community headquarters convenient to farms where the workers were needed. Such headquarters consisted of camps, farmhouses, school houses, or other quarters that were available for use as sleeping, living, and housekeeping quarters.

Indications are that many communities are again becoming concerned over possible farm labor shortages. Persons and groups in some areas are advancing plans for the establishment of the Woman's Land Army and other agencies to assist in recruitment activities. Since offices of the United States Employment Service are the focal point through which state and community recruitment activities should be channeled and coordinated, considerations follow which should be studied by our state and local offices in connection with recruiting women to serve as farm workers.

RECRUITING AND PLACING WOMEN FARM WORKERS IN THE PRESENT EMERGENCY

DETERMINATION OF NEED FOR WOMEN WORKERS

Particularly in those states and areas that plant and harvest highly seasonal crops, the fullest utilization of every kind of local labor is essential. The harvesting period is usually short, and if sufficient workers are not available at the proper time the crop will be partially or wholly lost. No employment office, therefore, can afford to guess at labor supply and demand at such critical periods. Study may indicate in certain states and communities that ordinary sources of local labor will not meet the demand for workers, and that outside labor will be difficult or impossible to obtain through ordinary clearance channels. This represents the type of emergency where extraordinary recruitment measures must be initiated, and definitely represents a situation where the recruitment of women farm workers may be necessary.

COMMUNITY COOPERATION

When such an urgency develops, the state director or farm placement supervisor, with the cooperation of the appropriate field and local office staff members, should determine the steps to be taken to assure effective enlistment of women workers. Certainly state or community interest and concern must be aroused by the urgency, and the employment service will need the cooperation and assistance of all interested persons, groups, and agencies to see that the necessary degree of recruitment is effective. A proper division of responsibilities is necessary in such a cooperative effort, and can be accomplished with these considerations: (1) cooperative recruitment and registration activities should be channeled and coordinated through employment service offices; (2) the selection and referral of farm workers to employers, and the taking of orders from farm employers for workers, are also primary duties of Employment Service offices. Cooperating groups should recognize that duplication of registration and placement efforts by separate groups and agencies must be avoided.

COOPERATING SPONSORS FOR RECRUITING

The state director or farm placement supervisor, in cooperation with the necessary administrative and local office staff members, should carefully consider those persons, groups, and agencies that can lend effective assistance in planning and carrying out a recruitment program for women farm workers. If Women's Land Army sponsors exist in the state or community, their cooperation should be enlisted. The cooperation of schools, colleges, universities, women's groups and women's committees of state and local defense councils would undoubtedly be particularly desirable. In addition, county agents, influential farmers, agricultural groups or agencies, granges, farm marketing groups, chambers of commerce, churches, NYA, WPA, settlement houses, etc., may offer desirable sources of cooperation.

SOURCES OF OBTAINING WOMEN WORKERS

Sources for obtaining women workers should be studied, such as the degree to which school, college, or university women might be available, availability of women factory workers between their season of regular work, availability of home workers, etc. Are women actually available near locations where farm workers are needed, or will they have to be recruited at urban points and transported considerable distances to farms?

TRAINING OF WOMEN WORKERS

Consideration should be given to the time element as to whether training of women workers is desirable or feasible. If so, what training facilities are available? Responsibility should be fixed on schools, colleges, or other agencies or officials for their part in any definite training program that can be established.

WOMAN'S LAND ARMY PLAN

If the conference group determines that women will not be available near locations where farm workers are needed, it may find it advisable to consider the "unit" plan of the Woman's Land Army used in the last war, namely, that of organizing groups of women at urban recruitment points and transporting them to community headquarters near farms where workers are needed. Where this method is used, the experience of the Woman's Land Army points to additional important considerations.

TRANSPORTATION The arranging of transportation is essential. Farmers may agree to furnish transportation from recruiting centers to their community. If not, other transportation facilities would be necessary, and might be volunteered on proper solicitation. Many private persons volunteered transportation for such emergencies in the last war. School buses and other public and community transportation facilities were also volunteered in many cases.

HOUSING AND HOUSEKEEPING FACILITIES Consideration of housing and housekeeping facilities is necessary before groups of women are referred to a community camp or headquarters. Definite advance arrangements for housing should be made, including inspection of such housing to insure full consideration of health and sanitary facilities in connection with any quarters to be used.

SUBSISTENCE NEEDS AND FINANCIAL REQUIREMENTS In individual cases, a farmer and his wife may both house and board workers on his farm. In other cases, groups of women may rent their housekeeping quarters and share the cost of living expenses. In such cases the daily subsistence needs of workers need full consideration, including the availability and delivery of food supplies. Advance financial arrangements for subsistence may be necessary for workers pending receipt of their wages. Community cooperation should be able to solve such problems, but responsibility for working out necessary living arrangements should be fixed before groups of women are referred to farm quarters.

CONTROL OF MOVEMENT OF WORKERS Carefully worked out control schedules for routing units of women workers from one farm job to another may be necessary in many communities. This will be particularly true where a group of women with headquarters in a community center or camp are being routed progressively to serve a number of farmers or producers. It is naturally essential to prevent unnecessary lost time for those groups who may be bearing their own expenses for subsistence. The Employment Service office, through close contact and cooperation with the farm employers, should logically be responsible for routing and controlling the movement of groups from one farm location to another.

IV. INFORMATION ON

EMPLOYMENT PRACTICES, JOB CONDITIONS AND INDUSTRIAL PROBLEMS RELATING TO WOMEN IN WAR JOBS

CAUSES OF ABSENTEEISM IN WARTIME

Source: The Labor Market, November-December 1942
Reports and Analysis Division, Social
Security Board, Federal Security Agency

One of the significant factors hindering the maximum utilization of our labor force is absenteeism. Absenteeism is increasing and has reached a very high level in some war plants. It will become more important as a factor in impeding production as hours of work are extended, when labor is more efficiently utilized while on the job, when work stoppages due to shortages of materials and parts become less frequent, and when there is less labor hoarding. When these conditions are brought about, there will be less slack on the work force and it will be more difficult to make the adjustments in work assignments and work flow that are necessitated by workers being absent.

ABSENTEEISM RATES HIGHER FOR WOMEN

Absenteeism rates are higher for women, for older workers, and for new workers who are inexperienced and not conditioned for many types of work. Absenteeism rates also increase with lengthened hours of work. Some increase in absenteeism during wartime is inescapable, therefore, as the proportion of workers in these categories increases, and as the work week is lengthened.

Greater sickness rates among women are probably a factor in their higher absence rates. The United States Public Health Service reports that the frequency of sicknesses and nonindustrial injuries lasting 8 or more consecutive days in 1940 was 153 per thousand for women, compared with 96 per thousand for men. The home responsibilities of many women in the labor force are without question an important factor. Many women industrially employed also carry the major part of the burden of running the home. In effect, their working hours are not indicated by the time card in the factory, and the extra strain thus imposed probably leads to greater frequency of absences. It may also be observed that sickness among family members or children will often mean that the wife, rather than the husband, where both are working, will remain home to provide care.

One large war plant reports current absence rates* for men at 4.8 per cent and for women 7.4 per cent. Another gives the percentages as 5.2 for men and 8.5 for women. These figures are typical of a number of reports. Figures from another plant are expecially interesting in that they show absenteeism rates for men and women separately during day and evening shifts. Whereas the rates for men and women on the day shift were 5.2 and 6.6 respectively, corresponding figures for the evening shift were 5.4 and 5.7 per cent. On each shift the rates for the women were higher than for the men, but on the evening shift the difference was only fractional. Moreover, the rate for women on the evening shift was lower than for women on the day shift, whereas in the case of men the reverse was true. A possible explanation is that women who accept jobs on other than a day shift are likely to have fewer home responsibilities, or at any rate are more successful in carrying them along with an industrial job.

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*Calculated by dividing the number of man-hours of absenteeism by the total number of man-hours scheduled.

ILLNESS Absenteeism due to illness may be reduced by employer health programs, by removal of health hazards, and by maintaining community health services as adequately as possible.

ACCIDENTS Absenteeism due to accidents may be reduced by safety measures and regulations within places of employment and by accident prevention campaigns.

HOUSING SHORTAGES Absenteeism due to housing shortages is difficult to control unless the housing shortage can be alleviated. Absenteeism results when workers are forced to live away from their families entirely, when they can return home only on Sundays, or when they must spend days trying to locate housing for their families.

TRANSPORTATION Inadequate housing in war production areas is often associated with inadequate transportation facilities. Long journeys to and from the job require as much as two or three hours per day for many workers. The resulting increase in fatigue, and the reduction in time available for family, for shopping, for rest, and for recreation, tends to cause increased absenteeism. While the correction of transportation difficulties can often be undertaken only by government action, some companies have reduced absenteeism by providing transportation facilities for their employees.

SHOPPING SERVICE FACILITIES As the 6-day work week becomes more prevalent and as more housewives enter the labor market, the availability of shopping facilities and professional services at night is becoming of increasing importance as a means of preventing absenteeism. Local merchants are generally willing to provide night shopping service where the need can be demonstrated.

DAY-CARE FACILITIES Lack of adequate nursery schools or day-care facilities are a factor in absenteeism of women with small children; difficulties in obtaining domestic help is similarly a factor in absenteeism of women who have household responsibilities.

WORKERS' ATTITUDES Workers' attitude toward absenteeism is closely associated with efficiency of labor utilization and work flow. When workers are not kept busy while at work because of material shortages, faulty work flow, or labor hoarding, their attitude toward the necessity of their being on the job becomes more lax. Improving production efficiency as well as keeping before workers the importance of their work builds morale and hence reduces absenteeism.

HIGHER EARNINGS Increased hours reduce idle time available for shopping and recreation, and at the same time higher earnings increase the desire and the monetary ability to shop or obtain recreation; hence the tendency to take time off for shopping or recreation. The greater absenteeism rates on days after pay day also point to the relationship between increased earnings and absenteeism. It is obvious, however, that reducing earnings is not a practical method of controlling absenteeism.

PROGRAM TO CONTROL ABSENTEEISM Experience seems to indicate that the following two factors are necessary for a successful program to control "voluntary" absenteeism: (a) knowledge on the part of the worker that there is definite disapproval of such absenteeism on the part of his employer, of his fellow workers, and of his country; and (b) knowledge that his absence will not pass unnoticed. Programs undertaken by different companies include: (1) interviewing absentees on their return to work; (2) pulling time cards and requiring absentees to obtain them from foremen before returning to work; (3) posting absentees' names; (4) posting average rates for groups of workers and awarding banners to groups with good records; (5) granting good-attendance awards; (6) requiring absentees to get their pay at special tables or in special envelopes; and (7) getting the union representative, in organized plants, to speak to workers who have high absentee records.

MAN-DAYS LOST IN STRIKES

Source: Office of War Information
National War Labor Board
Release, February 7, 1943

Man-days lost from war production by strikes in December maintained November's low level of 3/100 of 1 per cent of total man-days worked, just half the twelve-month average of 6/100 of 1 per cent.

While the number of man-days lost rose from 91,925 in November to 119,572 in December, the number of days worked rose at the same time from 350 million to approximately 385 million. The number of men involved in war production strikes in progress in December was 49,375, and the number of strikes in progress during the month was 101.

A small number of man-days was lost through strikes in war industries in 1942 in relation to the number of man-days worked. Six man-days were lost in 1942 for every ten thousand days worked. Out of 3,339,000,000 days worked, 2,095,294 days were lost in strikes. There were 1,363 strikes in war industries in progress during the year, involving 569,801 men.

Man-days of idleness due to strikes during the first year of war were one-fourth the average for the preceding five years of peace. The monthly average for the 1937-1941 period was 1,418,896 man-days lost in all industry, compared to an average in 1942 of 380,417 days lost per month in all industry and 174,608 days lost per month in war industry.

FOUR AND A HALF MILLION WORKERS TRAINED IN PROGRAMS OF BUREAU OF TRAINING, WAR MANPOWER COMMISSION

Source: Office of War Information
War Manpower Commission
Release, February 2, 1943

About four and a half million workers were trained for war production in 1942 by agencies operating under the Bureau of Training, War Manpower Commission. The primary purpose of all the training programs is to prepare workers for jobs in war production and to aid workers already in war industries to advance to more responsible positions. The training given covers a wide range of occupations and industries. The agencies participating in the commission's training program, together with the estimated number of persons trained by each agency, follows:

Training Within Industry Service. . . 365,000. The Training Within Industry and Apprentice Training Service cooperates with war plants in the solution of their training problems. Training Within Industry Service provides courses for foremen and supervisors in job instruction, job methods and job relations training as well as training for training directors.

The Apprentice Training Service. . . 177,000. In 1942 the Apprentice Training Service aided war plants in the training of 127,000 apprentices. It also aided war industries to provide courses which resulted in the advancement of 50,000 workers to more important jobs.

National Youth Administration. . . 597,000. The National Youth Administration gave training in specific skills required in war industries to unemployed youth between the ages of 16 and 24.

Vocational Training for War Production Workers (Vocational Schools). . .2,445,000. The public vocational schools cooperating with the Office of Education in the Vocational Training for War Production Workers program gave training designed to prepare workers for jobs in war plants. Through this program, 1,356,000 persons were given preemployment training before they entered war plants. Another 1,089,000 were furnished supplementary vocational training courses while they were on war industry pay rolls.

Training for Rural War Production Workers (Vocational Schools). . . 269,000. The vocational schools also cooperated in the Vocational Training for Rural War Production Workers program by furnishing training to farmers and nonfarmers in the production of farm commodities and the repair, operation, and construction of farm machinery and equipment.

Engineering-Science-Management-War Training (Colleges and Universities). . .550,000. The Engineering, Science, and Management War Training program provided short courses of college grade in engineering, chemistry, physics, and production supervision and management. The purpose of this program was to train professional and technical workers for war industries. The men enrolled in these courses included both foremen and supervisors in war plants and students of college grade anxious to get into war production.

VOCATIONAL TRAINING OPPORTUNITIES COORDINATED BY THE BUREAU OF TRAINING, WAR MANPOWER COMMISSION

Source: Office of War Information
War Manpower Commission
Release, February 4, 1943

SUMMARY OF WAR TRAINING COURSES

A "training chart" summarizing types of war-training courses available for boys, girls, men and women of various capabilities and backgrounds has been prepared by the W.M.C. The chart deals only with training for war and food production, and does not concern itself with training in or for the United States armed forces and auxiliaries, employment in civil service, nursing, or the many important volunteer services. The chart is planned to give training information both to those already working, but in less-essential industry, and to those who are not presently working but who anticipate taking war production jobs in the near future.

CHILD LABOR LEGISLATION NOTED Although some types of training mentioned on the chart are for boys and girls as young as fourteen and still in school, it should be remembered that state and federal laws regulate the ages at which children may be employed, particularly in manufacturing, mining, and hazardous occupations. Training, of course, should not be undertaken for an occupation in which a person may not legally be employed. Information on this subject may be obtained from school authorities, the Children's Bureau of the U.S. Department of Labor, and from the U.S. Employment Service.

TRAINING FOR WARTIME INDUSTRY

REGULAR VOCATIONAL TRAINING For school boys or girls of 14 to 17, regular vocational training in the public vocational school is indicated. Most of the training courses suggested for children of 14 (and over) are at least two-year courses.

N.Y.A.-WAR PRODUCTION TRAINING PROJECTS For those 16-24 years of age, out-of-school and unemployed, information is given regarding the War Production Training projects operated by the National Youth Administration. On such projects, trainees earn wages and work 160 hours per month, for an average training period of two months. Resident facilities are provided for trainees whose homes are beyond daily commuting distance of a project.

RETRAINING FOR ESSENTIAL OCCUPATIONS For those who discover that they are working in a less-essential industry, consultation with the local office of the U.S. Employment Service is suggested. For such transferring workers the free pre-employment Vocational Training for War Production Workers courses in public vocational schools are suggested, as well as the short, tuition-free, college-level courses in engineering, chemistry, physics, and production supervision - ESMWT courses (Engineering-Science-Management-War Training) - for men or women who have had at least high school or equivalent education. Those who are already doing essential work are cautioned not to assume hastily that they should change their jobs or train for new work in war plants.

V.T.W.P.W. Unskilled men and women, or boys and girls legally qualified to work are directed to the short-term training in VTWPW courses at vocational schools. It is also noted that, in many instances, under the pressures of today, such workers may be trained on-the-job in a war industry. The local U.S. Employment Service office will be able to refer those who want to work to the plants which are seeking new employees. The local U.S. Employment Service office will also know where the free VTWPW courses are offered and whether the demand is for welders, sheet-metal workers, electroplaters, machine tool operators, metal lathe workers, or other types of workers.

REGULAR APPRENTICESHIP TRAINING

A man or woman out of school, not over 25, and desirous of entering one of the skilled trades for which he or she shows an aptitude, may be eligible for regular apprenticeship training, receiving wages while learning. Apprenticeship usually runs 2 to 5 years, coupled with 144 hours per year of instruction in related subjects at public vocational schools. Men with deferred draft status or not yet called to military service, soldiers honorably discharged from service because of injuries, and women are among the eligibles for apprentice training. Application for apprentice training is made at the nearest U.S. Employment Service office, to industry, or to a labor union.

TRAINING FOR WARTIME AGRICULTURE

IN-SCHOOL YOUTH Boys and girls of 14 to 18, who are interested in helping out on the great task of food production, are told that they will be welcomed as members of the High School Victory Corps, and may receive emergency farm employment training. The training continues throughout the school year and when the boys and girls go onto the farms for practical experience they will be receiving on-the-job training. A school boy of 14 years or over who is planning to be a farmer is eligible for enrollment in high school courses in vocational agriculture - a two to four year course, which includes organized instruction in agriculture and training in farm mechanics, and supervised farming throughout the year.

OUT-OF-SCHOOL YOUTH Out-of-school boys and girls, 14 years of age or older, who have already entered upon or are preparing to enter upon the work of the farm, are eligible for enrollment in adult or part-time training in agriculture. The nearest high school or state board for vocational education will have information regarding such courses which range from a minimum of ten meetings of not less than 90 minutes each to instruction throughout the year.

RURAL WAR PRODUCTION TRAINING If a man or woman over 17 years of age, is out of school and is interested in preliminary mechanical training, in training for the production of agricultural commodities, or in training as a farm worker, he or she is eligible for enrollment in RWPT courses (Rural War Production Training). This instruction is designed to give preliminary mechanical training, to aid farmers in the repair, operation, and construction of farm machinery and equipment, and in attaining the commodity goals designed by the Secretary of Agriculture and to develop the skills needed by farm workers. For direction to centers operating such RWPT courses, one applies to the nearest high school, or the state board for vocational education.

REPORT ON APPRENTICE TRAINING SERVICE OF WAR MANPOWER COMMISSION

Source: Office of War Information
War Manpower Commission
Release, January 14, 1943

FULLER USE OF A.T.S. URGED A year-end report by William F. Patterson, director of the Apprentice Training Service, summarizing the accomplishments of this agency in short-term training and apprenticeship up to December 15, shows that while, since February 1942 the agency has assisted an average of 1,100 establishments monthly to organize on-the-job, short-term training and apprenticeship programs, war industries can make much wider use of facilities of the Apprentice Training Service in efforts to solve manpower shortages. There are no more unemployed skilled workers and, to utilize fully the manpower on hand, plants must make arrangements for continuous in-plant training. By these arrangements not only can the skills of green workers be developed more quickly but the skills of workers now on the job can be further developed through upgrading and short-term training and apprenticeship.

FUNCTION OF A.T.S. Apprentice Training Service is one of the WMC agencies charged with assisting industry to train workers under production conditions. Another agency in this field is Training Within Industry Service, while the National Youth Administration also provides a combination of training and practical production experience. Pre-employment and supplemental training courses are provided by vocational schools and colleges under auspices of the Office of Education, Primary concern of Apprentice Training Service is organizing programs to train and upgrade workers at production level - specialists, machine operators, single-skilled men, etc. - and to develop all-around skilled mechanics through apprenticeship, while TWI concentrates on training foremen and other supervisory personnel and training instructors.

As the result of the work of the A.T.S., thousands of production workers and skilled craftsmen have been made available to our war plants during the past ten months. Many thousands more can be added to our industries if employers, badly in need of trained workers, more fully utilize the agency and its field representatives.

The report shows that in December 29,291 firms had short-term "advancing worker" and apprenticeship programs in operation formulated with the help of the service. A compilation made last February showed that at that time there were 18,500 companies training under A.T.S. programs, indicating an increase of nearly 11,000 in less than ten full months. Approximately 7,292,000 workers are employed by the 29,291 companies serviced by the Apprentice Training Service. Included in this number are 127,230 apprentices.

"ADVANCING WORKER" PROGRAMS Under "advancing worker" are grouped all training programs, other than apprenticeship, designed to train or retrain workers already at work in war production plants. Though it is not indicated in the report what proportion of the program organized between February and December involved "advancing worker" training, minimum standards covering all types of short-term, in-plant training were developed and approved by the Federal Committee on Apprenticeship.

APPRENTICE TRAINING PROGRAMS Out of the total number of approved apprenticeship programs established to date, 898 are craft programs, designed to cover the training of apprentices in one particular trade. The report indicates that 24,150 companies are now training apprentices under these programs. In addition there are 5,641 private plant apprenticeship programs established to meet the specific skilled labor needs of war industries. Plant programs frequently cover two or more trades.

V. INFORMATION ON

SOCIAL AND COMMUNITY FACTORS AFFECTING THE WELFARE AND EFFICIENCY OF WOMEN IN WAR JOBS

FEDERAL GRANTS FOR THE COORDINATION AND DEVELOPMENT OF CHILD-CARE SERVICES

Source: Office of War Information
Office of Defense Health and Welfare
Services
Release, January 29, 1943

Thirteen departments of welfare and 16 departments of education have now received grants from the emergency fund alloted to the Office of Defense Health and Welfare Services by the President for the coordination and development of wartime child-care services. Funds from this allotment are available to state departments of education or welfare for the employment of administrative personnel to aid in providing day-care facilities in communities where a large number of women are employed.

The Office of Education provides advisory and supervisory services in connection with school programs for the children of working mothers. The Children's Bureau of the Department of Labor, headed by Miss Katharine Lenroot, is acting as consultant to the Office of Defense Health and Welfare Services on matters pertaining to the health and welfare of mothers and children.

FEDERAL GRANTS FOR THE OPERATION OF CHILD-CARE PROJECTS

Source: Federal Works Agency
Office of Information
Washington, D.C.
February 25, 1943

Conditions for Lanham Act Grants

Communities that can show that their need of day-care centers or nurseries grows directly out of the war may secure federal funds under certain conditions. Wherever the war emergency required for its maximum prosecution the employment of women, the Federal Works Agency will meet the need for nursery schools, day nurseries and child-care centers made necessary by such employment through contributions to eligible applicants from the Lanham Act.

Extent of Present F.W.A. Aid

Provision already has been made by FWA for day-care and war-nursery projects in Seattle; Vallejo, California; Salt Lake City; Wilmington, N.C.; Portland, Ore.; New Haven; Knoxville and many other cities. As of February 25, 1943, under this program the President has approved 120 child-nursery schools and 49 child-care centers, or a total of 169. The 120 nurseries are to care for 4,085 children and the 49 child-care centers for 2,540 children, or a total of 6,625 children. Applications are pending for 451 nursery schools to care for 25,810 children and 224 child-care centers to care for 10,225 children, or a total of 675 nurseries and child-care centers to provide for a total of 36,135 children.

Eligible Applicants

Eligible applicants are public bodies, such as boards of education or nonprofit private agencies. Applications shall show the legal authority of the applicant to operate the service for which the funds are requested. Operating responsibility may be delegated by the applicant.

Amount of Federal Aid

Federal funds may be requested for the cost of service over and above local contributions and parents will be required to pay fees defraying an equitable share of the cost, including the entire cost of food. The charge to be fixed is uniform within a center for a specified service. These fees, together with local contributions, must be sufficient to defray at least 50 per cent of current operating costs.

Where to Apply

Applications should be made to regional directors of the Federal Works Agency. Locations of regional offices are shown below:

REGIONAL DIRECTORS
Federal Works Agency

Region I	John M. Gallagher Federal Works Agency Regional Office 2 Lafayette Street New York, New York	Maine, New Hampshire, Vermont, Massachusetts, Connecticut, Rhode Island, New York, New Jersey, Pennsylvania
Region II	Kenneth Markwell 904 East Main Street Richmond, Va.	Maryland, Delaware, West Virginia, Virginia, North Carolina
Region III	Oliver T. Ray 40 Fifth Street, N.W. Atlanta, Georgia	Tennessee, Mississippi, Alabama, Georgia, South Carolina, Florida
Region IV	Laurence A. Gillett 20 No. Wacker Drive Chicago, Illinois	Wisconsin, Michigan, Illinois, Indiana, Ohio, Kentucky
Region V	James W. Bradner, Jr. 710 Electric Bldg. Fort Worth, Texas	Oklahoma, Arkansas, Texas, Louisiana
Region VI	E. B. Curry, Acting Reg. Director City Hall and County Courthouse St. Paul, Minnesota	North Dakota, South Dakota, Nebraska, Kansas, Minnesota, Iowa, Missouri
Region VII	Rex Lee Nicholson 615 Newhouse Bldg. Salt Lake City, Utah	Washington, Oregon, Idaho California, Utah, Nevada Arizona, Montana, Wyoming, New Mexico, Colorado

SUBREGIONAL OFFICES:

Region I	James A. McConnell, Asst. Reg. Dir. 99 Chauncey Street Boston, Massachusetts	New England States
Region II	Henry J. Sullivan, Asst. Reg. Dir. 402 Lemon Bldg. Washington, D.C.	District of Columbia and Metropolitan Area
Region VII	L. R. Durkee, Asst. Reg. Dir. 618 Second Avenue, Room 511 Seattle, Washington	Washington, Oregon, Idaho, Montana and Alaska
Region VII	Wright L. Felt, Acting Reg. Dir. 1206 Santee Street Los Angeles, California	Arizona, California, Nevada, Hawaii, New Mexico

MEDICAL CARE FOR CIVILIANS

Source: Office of War Information
War Manpower Commission
Release, January 10, 1943

ADEQUATE MEDICAL CARE FOR CIVILIANS Every effort to furnish adequate medical care for civilians was promised in a recent statement by Paul V. McNutt, chairman, War Manpower Commission, based on a report indicating that this result can be achieved by Dr. Frank H. Lahey, chairman of the Directing Board, Procurement and Assignment Service for Physicians, Dentists and Veterinarians, part of the WMC.

MILITARY AND CIVILIAN REQUIREMENTS IN 1943 The total number of American physicians, Dr. Lahey stated, is approximately 180,000. In estimating the availability of physicians for civilian or military service certain adjustments are made for: (1) lessened effectiveness of those over 65; (2) number of physicians giving full-time service in certain governmental and private agencies; (3) numbers now acting as residents and house officers.

It is believed that the medical needs of the armed forces in 1943 can be met by an additional 10,000 physicians. But this withdrawal will leave more than 80,000 active civilian physicians, which is a sufficient number to care for the needs of the civilian population if these men and women are properly distributed and allocated, and if civilians will take every possible health precaution in order to keep well.

UNEQUAL DISTRIBUTION OF PHYSICIANS The distribution of physicians was unequal before recruitment for the armed services. The prewar average number of civilians to each practitioner was 1,000. As recruiting progressed, the ratio of civilian population per practitioner increased to 1,400 on November 30, 1942. When the military medical quotas were developed for 1942 due allowance was made for the inequalities in prewar distribution of physicians, and quotas for such states such as Alabama and Mississippi were made relatively small, while New York was asked to surrender 38.6 per cent of its active private practitioners to the armed services. While the planned withdrawal of physicians has tended to even up some of the inequalities in distribution, voluntary enlistments have, in certain states, served to emphasize prewar maldistribution.

SHORTAGE AREAS At the present time the following states show shortages of physicians: Alabama, Arizona, Arkansas, Colorado, Georgia, Idaho, Louisiana, Mississippi, New Mexico, North Carolina, South Carolina, South Dakota, Tennessee, West Virginia. Some states have worked out comprehensive systems for increasing the patient load and area coverage to be assumed by the physicians who remain in civilian practice.

RELOCATION PROGRAM Recruiting in 1943 will be confined to states with a disproportionately large number of physicians. However, some physicians will be asked to volunteer for practice in areas other than those in which they are now located. This will be done to assure at least a minimum standard of medical care. It is hoped that in most instances relocation of a physician can be accomplished within the state in which he is now licensed. "In order to obtain greater mobility of physicians, however," said Dr. Lahey, "some method of temporary licensing for the duration will probably have to be arranged in some states." More than 400 physicians have already been relocated, he said. The names of other physicians who are willing to be and who can be relocated are being submitted to the Procurement and Assignment Service. In addition, the United States Public Health Service and the Procurement and Assignment Service are making careful studies of industrial and other critical areas where relatively large numbers of physicians are needed or will be needed.

HOW CIVILIANS CAN HELP There is much that civilians can do to assist doctors to meet the present situation. All should follow these general rules:

1. Keep healthy. Get plenty of sleep, eat the proper foods, get plenty of fresh air, exercise, and recreation.
2. Avoid unnecessary demands on the physician's time whenever possible; go to his office during office hours instead of asking him to call upon you at your home.
3. In case of really serious illness, DO NOT DELAY in calling your doctor or calling at his office. It will save his time, if he is called promptly in any case of acute illness. This is not a contradiction of point 2. It does, however, assume that the average citizen has good judgment. In doubtful cases, call the doctor at once.
4. Avail yourself of opportunities to study first aid, in order to know how to give care to the injured until such time as a doctor can take over.
5. In connection with point 1, if you do not know the basic rules of nutrition, avail yourself of opportunities to learn the facts.

HOSPITAL AND REHABILITATION PROGRAM FOR WOMEN WHO HAVE BECOME CARRIERS OF VENEREAL DISEASE

Source: Office of War Information
U.S. Public Health Service
Release, January 28, 1943

Thirteen hospitals for rapid treatment and rehabilitation of women who have become carriers of venereal disease to the armed forces are now in operation, the Office of War Information revealed today. The U.S. Public Health Service will supply physicians, nurses, and technical personnel for the centers.

Hospitals now operating, several of which are housed in abandoned CCC camps, are at: Phoenix, Arizona; Denver, Colorado; Chicago, Illinois; Indianapolis, Indiana; Leesville, Pennsylvania; Monnet, Missouri; Rush Springs, Oklahoma; Goldville and Pontiac, S. Carolina; and Knoxville, Tennessee. All of these are operated by state or local health departments. Two centers are in operation in Puerto Rico, at Aguidilla and Caguas, and one at St. Thomas, Virgin Islands.

Twenty-one additional centers have been approved or are pending approval. They will be established in: Alabama (1), Canal Zone (1), Florida (3), Georgia (1), Louisiana (2), Mississippi (3), Missouri (1), Tennessee (3), Texas (4), Utah (1), Virginia (1).

Total bed capacity of the centers is estimated at 4,200; few hospitals will have less than 100 beds and some will have as many as 400. It is estimated that approximately 11,000 patients will be treated during 1943 at the 13 centers now in operation.

The hospitals are intended principally for treatment of women in early stages of infection - those for whom there is hope of rehabilitation. The long-diseased, and possibly paretic, prostitute may receive treatment while serving her sentence and, afterwards, from an out-patient clinic. Aside from medical cures, the hospitals provide some vocational guidance. After release patients are assisted to obtain employment and a living wage in order to withstand the economic temptation of re-entering prostitution. Public health officials hope this plan will go far toward eliminating the "revolving door" failure whereby prostitutes, after release free of disease, return to their old calling, are reinfected, spread that infection again, only to be arrested and hospitalized as before.

Since the program was launched, more than 30 per cent of the girls released from the hospitals, and subsequently aided by various local welfare organizations, have become self-supporting. Many are waitresses, clerks in department stores, war plant workers, or stenographers.

The program, announced recently by the Federal Works Agency, has been developed by the United States Public Health Service. Cooperating are the Social Protection Section of the Office of Defense Health and Welfare Services, the FWA, the War Manpower Commission, and state and local health departments. Funds are largely provided by the Lanham Act and only existing facilities such as established hospitals and vacant CCC camps are used.

The typical patient may be a young professional prostitute. She may be one of the thousands of 'teen-age girls who because of a "misguided sense of patriotism" have become easy "pick-ups" and go with soldiers and sailors to cheap tourist camps, hotels, and beer joints. She may be an unmarried or deserted mother, with no means of supporting her child and no skill to earn a living. She often becomes a "call girl" and a "street-walker." She may be a "B-girl" or hostess at a saloon or tavern where she shares in receipts from drinks she has urged patrons to buy. Some waitresses in lowgrade bars and restaurants drift into prostitution to supplement their meagre wages. Other prostitutes are moronic or psychotic "good time girls."

SEMIPROFESSIONAL NOW GRAVEST INFECTION SOURCE

The Office of Defense Health and Welfare Services states that the "red light" districts, with their organized, commercial prostitution, have been almost entirely suppressed in some 350 American cities and towns. New law enforcement officers now find the semiprofessionals the gravest source of venereal infection. A nation-wide drive has been launched to round up these "free-lance" prostitutes. Police officers and sheriffs are keeping a vigilant watch for street walkers, girl barflies, and hangers on at roadhouses and honkytonks. Cheap hotels, taverns, tourist camps, public parks, and other places frequented by the prostitute are under as close surveillance. This careful patrol accounts for many arrests. Moreover, when a member of the armed forces is found to be infected, he must report the source. The woman is immediately taken in charge.

Infected women must be secured from spreading disease further. It is impossible to expand existing jail facilities because the War Production Board cannot allocate the necessary materials. The special VD (venereal disease) hospitals are at least a partial step toward solution of the problem.

IN THE HOSPITAL

After a girl is convicted she is told about the program for rapid cure of venereal disease. She may then have her choice between taking treatment in jail or going to one of the hospital units. As a rule, suspension of sentence goes with choice of treatment at the hospitals. However, in some cases where girls have long records as offenders, they may have to serve their terms after release from the hospital. The girl comes to the hospital, not as one sentenced to a penal institution, but because she is ill. In some instances women who privately discover that they are infected apply voluntarily for admission.

MEDICAL CARE

In the hospital, the patient receives an exhaustive medical examination to determine which method of treatment her case requires. She may be given sulphonamide drugs, the new drip treatment with arsenical compounds, or any of several other forms of rapid cure. She will likely remain in the hospital two months.

PSYCHIATRIC AND VOCATIONAL GUIDANCE SERVICE

While convalescing, the patient has the services of a psychiatrist and vocational guidance experts. Her capabilities are charted and efforts are made to have suitable employment waiting for her. If she has no specific skill, arrangements can be made to enroll her in an industrial training course. At Goldville, S.C., the State Department of Education has opened a sheet metal welding school in conjunction with the hospital. When the girl is too young for employment, welfare agencies investigate her home and, if conditions warrant, return her to her family. If she is found to be mentally deficient or psychotic, she is referred to the proper state or local authorities for the type of institutional care needed.

EXPANDED REHABILITATION PROGRAM NEEDED

At present vocational training in the hospitals is the exception rather than the rule. But while the girl is being restored to health she is taught personal neatness and hygiene, qualities essential to holding the job that will be found for her. She is taught how to dress appropriately, how to mend and make clothing, and how to fix her hair properly. She works in the hospital garden and does institutional housework. Cooking and serving tables and aiding in the medical rooms and offices also help her develop responsibility and the habit of regular routine. Future plans for VD hospitals include expansion in vocational training work.

Dr. Parran states, "Our great objective now is to reduce the spread of syphilis and gonorrhea among our soldiers, sailors, and war workers. Our best chance of success is to treat the people who are spreading infection and render them noninfectious as quickly as possible. The establishment of hospital facilities to which state health authorities may send a large number of infected women, with the assurance that they will receive prompt, effective treatment, will mean real progress in the ultimate eradication of venereal diseases."

RISING FOOD COSTS IN AMERICAN CITIES

Source: Office of War Information
Department of Labor
Releases, January 13, 1943 and
January 29, 1943

Living costs were half of one per cent higher on December 15 than on November 15, 1942, bringing the total rise for America's first war year to 9 per cent. Since the outbreak of war in Europe the increase has been 22.1 per cent, as compared with almost 35 per cent during the same period of the last war. Food costs for city wage earners and clerical workers were about the same in December as in 1929 and were 33 per cent above the 1935-39 average.

The table below shows changes in food costs in 51 cities studied by the Department of Labor. Note specifically changes in communities where the U.S.O. Division of the Y.W.C.A. has local operations.

PERCENTAGE CHANGES IN RETAIL FOOD COSTS

Percentage of change December 15, 1942
compared with November 17, 1942

Region and City	All Foods	December 16, 1941,All Foods
United States	1.2	17.3
New England		
Boston	.2	18.7
Bridgeport*	1.2	17.6
Fall River	.2	18.5
Manchester	1.8	18.3
New Haven	2.1	19.8
Portland, Maine*	1.0	18.6
Providence	1.0	18.9
Middle Atlantic		
Buffalo	1.3	17.4
Newark	.7	20.0
New York	1.6	17.6
Philadelphia	1.8	18.9
Pittsburgh	1.5	15.7
Rochester	2.2	17.6
Scranton	1.1	17.8
East North Central		
Chicago	--	14.8
Cincinnati*	.7	16.7
Cleveland	1.7	17.2
Columbus, Ohio	1.3	13.4
Detroit	1.7	18.3
Indianapolis	.3	12.9
Milwaukee	1.4	16.4
Peoria	.4	15.9
Springfield, Ill.	1.3	17.4
West North Central		
Cedar Rapids	2.8	15.3
Kansas City*	1.8	16.0
Minneapolis	.8	16.1
Omaha	1.6	16.7
St. Louis*	2.8	14.4
St. Paul	.8	14.9
Wichita*	1.2	21.1

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*Cities in which there is a U.S.O. operation staffed by the Y.W.C.A.

PERCENTAGE CHANGES IN RETAIL FOOD COSTS (Con't)

Region and City	All Foods	December 16, 1941, All Foods
South Atlantic		
Atlanta	.8	17.2
Baltimore*	1.8	18.3
Charleston, S.C.*	1.3	12.3
Jacksonville*	2.3	19.6
Norfolk*	.7	16.0
Richmond	1.9	16.6
Savannah	1.2	16.5
Washington, D.C.*	1.7	17.0
Winston-Salem**	1.2	13.7
East South Central		
Birmingham	2.0	16.2
Jackson**	1.4	17.3
Knoxville**	2.4	20.1
Louisville*	1.2	12.6
Memphis	2.0	21.2
Mobile*	.5	14.6
West South Central		
Dallas	1.4	14.3
Houston	1.5	14.0
Little Rock*	.6	13.5
New Orleans*	1.6	19.2
Mountain		
Butte	1.1	20.2
Denver*	1.9	18.3
Salt Lake City*	1.2	19.4
Pacific		
Los Angeles	.9	20.4
Portland, Oregon	2.0	20.3
San Francisco*	.6	21.4
Seattle	1.6	19.1

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*Cities in which there is a U.S.O. operation staffed by the Y.W.C.A.
**Not included in index.

SAVINGS TO CONSUMERS THROUGH PRICE CONTROL

Source: Office of War Information
Office of Price Administration
February 6, 1943

Ceilings on the prices of food, clothing, rents in critical war areas, and other cost-of-living items saved the nation's consumers around $6,000,000,000 through the end of 1942, the Office of Price Administration announced today.

In other words, if prices had been permitted to follow the inflationary pattern of World War I in 1914-1918, the nation's outlay for cost-of-living needs would have been that much higher.

For 1943 alone, if present prices are maintained, savings to Mr. and Mrs. Average American in living costs will be $17,000,000,000.

Translated into pocketbook figures, the savings through the end of 1942 averaged nearly $140 per family. For 1943 alone if present prices are held, savings will be $400 per family.

This is the stake that American consumers have in price control this year.

TRANSPORTATION FOR WAR WORKERS

Source: Office of War Information
Federal Works Agency
January 18, 1943

MAJORITY OF WORKERS DEPEND ON PRIVATE CARS

The vast majority of war workers live beyond walking distance to work and are dependent on private cars for transportation. Many of them do not use cars efficiently and some misuse them. This is the report of the Public Roads Administration of the Federal Works Agency based on its completed studies of the transportation of 140,000 workers at 94 war plants in 10 states. The studies were conducted in cooperation with the state highway departments in Alabama, Colorado, Illinois, Indiana, Kansas, Ohio, Oregon, Utah, Virginia, and West Virginia at the request of the Highway Traffic Advisory Committee to the War Department.

They show that 73 per cent of the 140,000 workers go to and from work by private automobile. Only 15 per cent reported using buses and streetcars. Ten per cent said they walk to work. Two per cent use other means such as bicycles. Most of the larger plants would be forced to close down if they had to depend entirely on workers who could walk to work or travel by public conveyance. Eighty per cent of the 140,000 workers live two to ten miles or more from their place of employment. Mass transportation facilities cannot possibly be made adequate to serve them.

USE OF MASS TRANSPORTATION FACILITIES At only 12 of the plants was there an indication that more than 25 per cent of the workers use mass transportation facilities. All but two of the 12 are situated in or adjacent to metropolitan areas of 100,000 or more. One of the two is located on the edge of a city of about 45,000, and the other is located between two adjacent cities with a combined population of over 40,000. The greatest dependence on mass transportation was found at a large west-coast industry where about 46 per cent of the workers reporting said they use public carrier facilities. Practically all the others at the same plant (53 per cent) indicated they depend on automobiles.

GROUP RIDING Although statistics were not collected on group riding many cars were observed arriving at plants with empty seats and it was evident that group riding was not practiced to the full extent possible. An example of unnecessary use of private automobiles was observed at an Indiana plant where, it is reported, "probably more than half the workers go home to lunch, most of them by automobile." Sixty-nine per cent of the workers at this particular plant live within walking distance of it, yet 59 per cent stated they depend on automobile transportation. It is pointed out that 80 per cent presumably could "without great inconvenience" ride a city bus line to within four blocks of the plant, yet only 3 per cent travel by bus.

TIRE SITUATION Nearly three-fourths of the tires on automobiles owned by the workers at the 94 plants were estimated by the workers to be about half worn out in the fall of 1942. Although many of them will be suitable for recapping, Public Roads Administration emphasizes that the tire situation at these plants is "very serious."

OPA INCREASES FUEL-OIL RATION FOR WAR WORKERS LIVING IN TRAILERS

Source: Release, January 28, 1943

In order to safeguard the health of war workers who live in trailers and heat by oil-burning stoves, the Office of Price Administration doubled the maximum amount of heating oil allowed these consumers.

The upward revision in these rations - the second this winter - recognizes the peculiar problems of heating trailers and the fact that recently increased allotments have proven insufficient. Coming at a time when the fuel oil supply situation is admittedly critical, the increase in the trailer heating ration nevertheless is regarded as necessary to prevent the migration to warmer climates of the thousands of war workers who live in trailers.

Last December 5, OPA stated, local boards were instructed to increase house trailer rations by allotting the largest number of gallons allowable under the fuel oil ration formula - the so-called "maximum of the range." This has now been further increased to permit local boards to grant allotments up to double the maximum allowed under the formula, which takes into consideration size of the area to be heated and the location of the dwelling. In addition, the method of issuing these rations has been simplified by providing that the applicant will receive what he states he needs, providing it does not exceed the ceiling limit.

OPA stated that the increase applies to rations which have already been issued, as well as to those issued in the future. Local boards have been instructed to adjust upward the allotments of trailer residents for the remainder of the present heating year - which ends next September 30.

DANGER OF WIDESPREAD RURAL SCHOOL ABSENCES NEXT YEAR

Source: Office of War Information
Office of Defense Transportation
Release, January 25, 1943

Whether many rural school children attend school next fall may depend largely upon how well school bus drivers observe ODT conservation policies.

In order to conserve school transportation, Joseph B. Eastman, director of the Office of Defense Transportation, issued an order last November which said, "To reduce mileage each bus should be be stationed overnight near the point where the first pupil boards the bus in the morning and should be parked close to the school during school hours." Following protests from school bus drivers who were inconvenienced by the order, Director Eastman made the following comment: ". . . We understand that in many cases garages are not available at the end of the route and at the school building, which might make this plan impractical. We also understand that in many cases the school bus is used during the day for worker transportation, and this would not permit the bus to remain at the school building. However, on many routes the driver takes the children to school and drives home at 9 a.m., drives back to school at 3 p.m., takes the children home, and then drives to his own home. The number of empty miles is approximately equivalent to the number of miles with pupils under such a plan. If the empty miles could be eliminated the bus tires would provide pupil transportation for twice as many school days. Criticism by drivers who resent a change is disturbing, but we must be more concerned about children who will be absent from school if drivers continue driving unessential miles. We hope the drivers will see that conservation is necessary to keep children in school. This policy has been viewed by school superintendents as the only means of retaining normal attendance figures through the emergency. Miles wasted now will cause extensive absence of rural school pupils next fall."

VI. INFORMATION ON
WARTIME EMPLOYMENT OF WOMEN IN OTHER COUNTRIES

WIDESPREAD EMPLOYMENT OF BRITISH WOMEN IN TRANSPORTATION

Source: Office of War Information
Office of Defense Transportation
Release, January 15, 1943

"Wheels of transportation in Great Britain have been kept moving only by the widespread employment of women throughout these industries," according to the report of Miss Dorothy Sells, of the Division of Transport Personnel, Office of Defense Transportation, who has just returned from England where for the past several months she has studied the utilization of British women to meet manpower shortages in the transportation industries. "The women of England know there is a job to do. They know the lives of their fathers, their husbands, their sons, and their brothers are at stake. They do their jobs and, in most instances, do them well."

As the representative of the Office of Defense Transportation, Miss Sells conferred with government and railway officials and interviewed employees of the major railways, bus, motor carrier and airway lines in Great Britain. She saw women working on the railroad tracks, laying rails, oiling switches, and painting bridges while they hung onto scaffolding high above the water. She saw women bus operators take out their buses on early morning runs before the blackouts ended. She was in subways in the hours after midnight while women "fluffers" removed grease and dirt from the rails when the trains were not in operation. She watched women work in the maintenance shops of the railroads, the bus lines, and in the hangers of the airlines.

ONE-SIXTH OF RAILWAY EMPLOYEES ARE WOMEN

One sixth of the employees of the four main railways of Great Britain are women, while thousands more are engaged by the London Passenger Board which manages the bus, subway and street car systems of metropolitan London, by the great motor carriers, the bus and street car lines in other parts of the country, and by the aircraft maintenance depots. Shipping is the only branch of transportation from which women at the present time are excluded. While the greater number are engaged in unskilled and semiskilled jobs, a good many are doing highly skilled work.

HEAVY WORK AND MECHANICAL SKILLS

The repairing of buses, locomotives and passenger and freight railroad cars calls for much heavy work requiring physical strength and a degree of mechanical skill which are unknown in the repetitive jobs customarily assigned to women in production plants. But the acute manpower shortage created by the present war, together with the recent developments of new mechanical lifting devices and the process of breaking down jobs into simple operations, has now made it possible to employ women on work which transportation experts would have previously thought impossible. "Indeed, as a result of all I have seen in Great Britain," said Miss Sells, "I have come to the conclusion that with the right women in the right job, with sufficient training and intelligent supervision, there is almost no limit to what a woman can and will do, except the limitation of her own strength, and even that increases gradually with use. Some jobs, of course, require a degree of experience and judgment which time alone develops."

ATTITUDE OF MANAGEMENT "I have observed that success with employing women in what may be termed men's jobs depends to a large extent upon the attitude of the management from the top down," said Miss Sells. "If they are accepted wholeheartedly, if much is expected of them, if they are disciplined and yet treated humanely, they will, with rare exceptions, surpass the highest expectations of the management."

LEARNING PERIOD With women in transportation, the first six months are the hardest. To teach an inexperienced woman a mechanical job requires considerable patience and encouragement from the teacher. It also requires firmness, diplomatic handling, and time for men and women to learn to work efficiently together under circumstances to which neither sex is accustomed. The testimony of experienced employers proves that any woman who will ever learn a skilled job learns it quickly once she has become machine minded. And during the learning process skilled male workers are usually most ready to help. Employers in England agree that after the newness has worn off, men and women, except for an incorrigible few who must be cleared out at once, settle down to a steady partnership in work.

WOMEN IN MAINTENANCE JOBS In one truck repair shop 160 women working with twenty men and boys have almost completely overhauled more than 1,000 motor vehicles in the past 18 months. The fact that they stripped and cleaned engines, overhauled both front and rear axles, bored out cylinders and did many other kinds of jobs in the rejuvenation of motor trucks explodes the notion that women are incapable of maintenance work. The British have learned that by installing lifting devices, breaking down jobs and exercising patience during the learning period women can be trained to do maintenance work and do it well.

TRADE UNION AGREEMENTS COVER WAGES Whether they are organized or not, the working conditions and wages of women employed to do the jobs of men who were organized are usually governed by trade-union agreements. The men, for the most part, do not mind women having their jobs provided the women receive the same pay as the men for the same work and provided the men are guaranteed their old jobs after the war. Both these conditions are customarily included in the trade-union agreements.

PART-TIME JOBS PRACTICABLE Though employment of women on a part-time basis was at first opposed vigorously by employers and by many women, a marked difficulty in obtaining other kinds of labor on the one hand and the calling up of more husbands and sons on the other have rendered both parties more amenable to the idea. In the beginning it was thought that women could be employed part-time only when the work was simple inspection or involved other duties of a routine nature so that the break in continuity would make no difference to the product. Experience has proved, however, that a great many types of work, in fact almost all types, lend themselves to the part-time arrangement if the workers are employed in pairs and if there is careful supervision. In fact, it has been said that women produce more per hour on part time than on full time because they do not tire and because they do not worry about when they will do their shopping or housework, or about what is happening to their children. It is much easier to arrange for the care of children when the mother is at home part of the day.

PERSONNEL PRACTICES "I believe there is a special technique for dealing with women and getting the best out of them. I am of the opinion that what women do in this war will depend very largely on whether management takes the trouble to discover the particular methods applicable to them. The fact that women work in factories, in shops and on production lines, will, I am sure, introduce a human element which, if conserved, can be made of permanent value in postwar industrial life," said Miss Sells.

INCREASING EMPLOYMENT OF WOMEN IN LATIN AMERICA

Source: Office of War Information
Department of Labor
Release, January 25, 1943

The growth of industry in Latin America has been accompanied by an increase in the number of women workers, and this increase has been accompanied by political and social progress in the position of women, according to a report made public by the Women's Bureau of the United States Department of Labor. The report, covering Argentina, Uruguay, and Chile, gives particular attention to industrial employment.

There are many South American women in medicine, teaching, dentistry, law, architecture, social work, offices, banks, and stores, and some have their own businesses. The textile industry is the most important employer of women, followed by the clothing and food industries. Large numbers of women are engaged in industrial homework, making numerous small articles and practically all the clothing that is sold in the stores, the report shows. As in the United States, legal regulation of industrial homework has been difficult. Low wages, long hours, and unsanitary conditions continue to exist wherever this type of work is found.

WORK WEEK The work week for women employed in industry is limited by law to 48 hours, and two hours daily are required for lunch. In commercial houses, offices, and factories work on Saturday afternoon is prohibited.

CHILD CARE In view of the present activity regarding day nurseries in the United States, it is interesting to note that the three countries have laws requiring firms to provide a nursery with cribs and attendants for children under one or two years of age. Some plants have day nurseries and child clinics for children between the ages of six months and six years. Children are given periodic medical examinations, and individual records are kept, while mothers are able to obtain advice on the feeding and care of children.

MATERNITY CARE These countries also have maternity legislation which, with some variation, provides for time away from work before and after childbirth, with all or part of the wages paid, and medical care provided. The employer is required to keep the job for the worker until her return.

TRADE-UNION ORGANIZATION Like their sisters in the United States, the women of Latin America take an active part in labor unions and other organizations. These groups offer varied programs of study and recreation.

(This bulletin, entitled "Women Workers in Argentina, Chile and Uruguay," can be obtained by writing to the Women's Bureau, United States Department of Labor, and giving reasons for its need or can be purchased for five cents from the Superintendent of Documents, Washington, D.C.)

DIGEST OF INFORMATION

on

WARTIME EMPLOYMENT OF WOMEN

August, 1943

To: U.S.O. Division Staff in War Production Areas

From: Nora Piore, Specialist in Industrial Communities
U.S.O. Division of the National Board
Young Womens Christian Associations
600 Lexington Avenue, New York, N. Y.

MEMORANDUM

To: U.S.O. Division Staff in War Production Areas

From: Nora Piore, Specialist in Industrial Communities,
U.S.O. Division of the National Board, Y.W.C.A.

SELECTION OF DATA This Digest attempts to bring together from time to time for U.S.O. staff workers a convenient brief summary of pertinent current information on the wartime employment of women. Information vital to U.S.O. work is scattered through periodicals, publications, and newspapers that come to our attention, primarily from government sources; and while this Digest cannot of course pretend to be an exhaustive and scholarly coverage of the field, it does try to pull this information together "under one roof" and under convenient subject headings. Information sources for each article included in the Digest are placed at the head of the article and should serve to evaluate reliability or possible bias. Selection of material for inclusion in the Digest is determined first by the need for such general information related to the wartime employment of women as will enable U.S.O. staff to plan operations, initiate program, and participate intelligently in community efforts to cope with recreation and welfare problems; and second the need, as indicated by specific requests or by concerns expressed in field reports, for special information related to particular problems and to programs of public and other private agencies.

THE U.S.O. IN INDUSTRIAL AREAS As war production makes deeper inroads on our manpower resources and we move into a program of stringent manpower controls, the U.S.O.'s responsibilities in war-production areas are intensified. Our deep concern for the problems faced by war workers is underscored now by the realization that sheer, cold productivity considerations require the utmost attention to factors on the job and in the community affecting the health and welfare of production workers. We are facing growing absenteeism, tardiness, quits, man hours lost through fatigue and accidents, and a whole complex of domestic, nutritional, shopping and other service disruptions accompanying the social dislocation of homes and communities.

USING THE DIGEST An intelligent understanding of problems facing the women and girls and families of war-production workers who are our constituents is essential if we hope to contribute to the solution of these problems. This understanding must be shared by the volunteer committees working with our staff on the one hand, and by our constituents on the other. It is essential also that understanding of the problems be implemented by current up-to-date information about wartime employment of women, and about existing and planned-for services on the part of other private and public agencies to meet these needs, if our work is to dovetail with programs which from now on will be rapidly developed by the federal government and on a local level.

We hope that the "Digest of Information on Wartime Employment of Women" will provide that information.

DIGEST OF INFORMATION ON WARTIME EMPLOYMENT OF WOMEN

August 1943

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NOTE:

The Y.W.C.A. has long been concerned with the wages, hours and working conditions of women and girls. In wartime this concern is heightened by recognition of the necessity for conserving labor power through the most judicious labor standards consonant with maximum productivity, and by the fear that rapid expansion of industrial capacity and employment may needlessly jeopardize hard won progress.

Another concern of the Y.W.C.A. has been that working women be articulate citizens of our industrial democracy, equipped with the knowledge and understanding of labor problems that will facilitate their participation in democratic procedures. Millions of new workers entering our war factories and civilian trades and services have no knowledge of the structure of protective labor legislation, or of the struggle which was necessary to achieve it, and the responsibility to fellow workers that this places upon them. Vocational training is helping green hands acquire the skills essential to performance of production jobs. Organized programming to help new workers acquire the skills and information for conscientious citizenship in industrial democracy is equally essential.

Through U.S.O., Y.W.C.A. has been placed in a position of unique responsibility. In many communities it is the only agency experienced in the problems of women workers, committed to a well thought out industrial program, and equipped by experience and concern to offer leadership, service, and recreational and educational program.

Through U.S.O., too, the Y.W.C.A. has come to many new communities, enlisted the cooperation of hundreds of new volunteers, and undertaken to interpret Y.W.C.A. concerns to people who are not familiar with the industrial work of the Y.W.C.A.

The information in this "Digest" is intended to help our staff in the carrying out of this educational task, as well as to provide background information for program and other services to war workers.

I. INFORMATION ON LABOR MARKET DEVELOPMENTS AND THE WAR MANPOWER SITUATION

This section of the "Digest" is devoted to information on war-industry community impact and the wartime labor force. The data presented is in terms of the total nation-wide picture. Not all of it will be pertinent to every local community in which the U.S.O. is designated for industrial program. Nevertheless, local directors will find in it clues as to what may be expected in their communities, developments which should be anticipated and considered now in conjunction with the planning and preparation of next winter's program.

SMALL COMMUNITIES RECEIVE GREATER SHARE OF WAR CONTRACTS

Source: War Manpower Commission
Washington, D. C.
Release, March 27, 1943

Small communities and looser labor market areas are now receiving a greater share of the nation's munitions contracts than ever before, following a directive issued October 10th by the War Production Board, calling upon government procurement agencies to favor plants in looser labor market areas wherever possible. The principle of preferentially allocating work to the looser labor market areas has been generally accepted by business, labor and public groups, and every effort is being made to bring workers into the war effort where they reside in areas in which there has been underemployment of men and facilities.

WMC March Report Shows Improvement Figures released by the War Manpower Commission show that in December 1942, awards of supply contracts to loose labor market areas were 50% greater than they were in August and September of last year. In December 26% of the contracts were placed in these areas as compared with 17.2% in the months just prior to the directive. War Department contracts awarded in these areas rose from 14.2% of the total in August and September to 27.1% in December. Navy awards on a similar basis rose from 21.2% to 25.3% although the Navy is restricted in many of its awards to seaboard areas. Treasury Department and Maritime Commission awards rose from one per cent in September last summer to more than 15% in December.

Small Towns Benefit This means that towns too small to be classified under the War Manpower Commission system of grouping communities according to status of their labor supply, are now sharing more completely in the war program. It also means that our total labor resources, housing and community facilities are being used more effectively.

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MANPOWER REQUIREMENTS, 1943-1944

Source: War Manpower Commission
Bureau of Program Requirements, and
U.S. Department of Labor,
Bureau of Labor Statistics
June 28, 1943

SUMMARY

The war schedule requires that a total of 3.6 million people be added to employment in the munitions industries and to the armed forces in the next twelve months. This must be done despite the greatest manpower stringency yet faced by the nation. It will involve large-scale transfer of workers, intensification of training and upgrading activities, and extensive recruitment of labor reserves not now fully utilized. It will be harder to recruit the 3.6 million additional new workers this year than it was to recruit the 8.0 million workers last year, because those most readily available are already employed. Intensification of the manpower problem means of course a greater urgency for U.S.O.'s task in war production communities. Whatever can be done to ease the burden of boomtown living problems, and to provide leisure time activities, will contribute to the greater efficiency of existing labor force.

WHERE MANPOWER WILL BE NEEDED Minimum requirements during the one-year period from July 1943-July 1944, based upon current production, the Armed Force objectives, and necessary curtailment of civilian industries, are shown in the following table:

Manpower Requirements, July 1943-July 1944

	July 1943	July 1944	Net Change
	(in millions)		
Armed Forces	9.3	11.3	-2.0
Munition Industries	10.0	11.6	-1.6
Total, munitions industries and Armed Forces	19.3	22.9	-3.6
Other non-agricultural employment	32.3	30.0	-2.3
Agriculture	12.0	12.0	0.0
Total employed and Armed Forces	63.6	64.9	-1.3
Unemployed	1.0	1.0	0.0
Total Manpower Requirements	64.6	65.9	-1.3

MANPOWER TASK FOR 1943-1944 During the year July 1942-July 1943, 8,000,000 persons will have been added to the Armed Forces and munitions industries and agriculture. In comparison, the recruiting of 3,600,000 in the coming year does not seem large. Actually the task is more difficult than the comparison indicates. The most readily available workers have already been mobilized, and additional increases must come from the residue of less adaptable persons whose mobilization involves increasing difficulty. The situation is further complicated b the concentration of labor demands in areas where serious local shortages exist, and into which further population influx is limited by the amount of housing and other community facilities which can be provided. Another complication is the need to expand civilian industries and services in these critical areas to support expanding war industry.

Even if the 2.3 million persons expected to be released from civilian industries could all be transferred to the industries and the communities where they are needed, it would still be necessary to recruit 1.3 million new workers. Possibly 700,000 of these will be provided by normal increment in the labor force resulting from population growth. The remaining 700,000 must be comprised of persons who would not normally enter the labor market, principally women. The recruitment of additional women not now in the labor force will be more difficult in the coming year in view of the fact that those most able to take jobs have already been recruited.

Even with maximum recruiting results, the manpower needs for the coming year will not be met without emphatic attention to intensive and selective measures, full utilization of workers, elimination of labor hoarding, intensification of training and upgrading, and prevention of labor turnover.

While transfer of workers from area to area should be resorted to only after full utilization of local reserves, such transfers will be required in many areas. Positive measures to reduce undesirable in-migration, to channel hiring, to train workers and to improve utilization of the present labor force will be essential factors in the Manpower Program for the coming year.

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THE EMPLOYMENT OF AUXILIARY LABOR RESERVES

Source: Manpower Review, June 1943
The War Manpower Commission,
Washington, D. C.

SUMMARY

It is now imperative that we utilize every hour of work that can be produced by every available worker. Substantial inroads have already been made into segments of the labor force whose employment has been limited by custom, prejudice or legal restrictions - minority groups, women, the physically handicapped. Secondary reserves, groups not usually considered a labor resource must now be employed. These include youth, older workers, part-time workers, and to such an extent as is possible, even evacuees and inhabitants of prisons and reformatories. Special problems surround the employment of all of these groups.

A large part of the attention of the U.S.O. Division of the Y.W.C.A. has already been devoted to new groups coming into wartime employment -in migrant

workers, women and girls, etc., and where local leadership and program have been strong, U.S.O. has made a distinct contribution to the absorption of these workers by war industry. If local directors are alert now as additional new elements of the population are drafted into wartime employment, U.S.O. services and program can hasten adjustment for industry, community and workers.

THE AUXILIARY LABOR RESERVES In nearly every community, there are many people who would not normally seek or be acceptable for employment. In the circumstances of wartime economy many of these can and must be incorporated into the working force. Recruited intelligently, placed properly and adequately protected, these workers can become a valuable segment of our labor force, contributing their share to the achievement of victory.

PART TIME WORKERS Many women who cannot take full time jobs would willingly work part time. Business and professional men are often glad to devote spare hours to some war job that will not necessitate giving up their usual occupation. Youths over 14 are often willing to accept part time suitable employment while going to school. Part time employment is suitable to any activity in which short work periods are feasible and no extensive training is necessary. Industries ranging from tool manufacture to agriculture employ part time workers to some extent. Trade and service establishments have always used part time workers. Canneries and other food processing plants are depending more and more on part time workers. Part time work in manufacturing is a fairly recent development. In all employment of part time workers, wages should be set at a level fair to both part and full time workers. Part time work programs should not be allowed to jeopardize the security of full time workers.

YOUTH Many youths under 18 are entering the labor market. The Nation's policy with regard to the employment of youth is based on the belief that "the first responsibility and obligation of youth under 18, even in wartime, is to take full advantage of their educational opportunities in order to prepare themselves for war and postwar services and for the duties of citizenship." There are any number of situations where youths can work with benefit both to themselves and to the employer and the war effort, but any plan to employ youth must give due consideration to their welfare and development. (See previous issue of Digest for Policy and Standards for Employment of Youth.) U.S.O. directors need to be especially watchful in program to see that the special needs of young workers are being met.

OLDER WORKERS One out of every three workers in the country's labor force is at least 45 years old. The same is true of the total labor reserve. Of the 5 million individuals who last November were not in the labor force, but - according to the U.S. Census Bureau - expressed a willingness to take a job, 1.6 million were over 45, and of these 1.3 million were women. There is still considerable resistance to hiring older workers, especially women. Satisfactory performance by older workers is an established fact, provided there has been proper placement. The number of employed workers 45 years and over increased 15% from January '42 to January '43. If the country's needs are to be met, available older workers must be utilized through placement on suitable jobs that will make no undue demands on their strength or endurance, and yet use their special abilities to the utmost.

EVACUEES At the beginning of the war, 120,000 Japanese were removed from the west coast. About 50,000 of these are workers available for employment anywhere outside the coastal areas. Several thousand evacuees have already been successfully placed in positions that contribute to the national economy and at the same time reestablish the evacuees in normal life. Placing evacuees in any kind of job, however, requires not only special care in matching skills and jobs, but also seeing that the evacuee is placed in a community where he is not competing with local labor, where the community attitude is receptive, and where the evacuee is in a position where he can contribute to the war program.

PRISONERS There are about 175,000 Federal and State prisoners in this country. In peacetime, finding suitable employment for them is considered a problem, but now they are regarded as a potential source of sorely needed labor. In addition, every year about 80,000 persons finish their prison terms or are paroled. Suitable training and placement can materially enhance their effectiveness in the war effort.

PLACEMENT DIFFICULTIES AND RESPONSIBILITIES Many of these workers have skills that are urgently needed. Those who do not have skills can be trained. Others, now working in less essential industries could be prevailed upon to accept war work. In placement of these groups, however, as with the placement of women, handicapped workers and minority groups, it will be necessary to overcome prejudices and mistaken impressions, and urge removal of hiring restrictions which now hamper the full utilization of our labor supply.

PRECAUTIONS ESSENTIAL Placement of these workers imposes an extreme responsibility on the United States Employment Service, on the communities where these workers live, and the industries in which they are engaged. The task involves much more than matching men and jobs. The following precautions must be observed:

1. That older persons are not placed in jobs where the work is too strenuous or fatiguing.

2. That youth are placed in occupations and on work schedules that conform strictly to Federal and State laws, and to the policies outlined for safeguarding youth employed in wartime.

3. That part time workers are employed only when full time workers are not available, and that the health and welfare of youth so employed are carefully safeguarded.

4. That evacuees are placed in communities where a friendly and sympathetic reception is assured.

5. That persons released from reformatories and other penal institutions, and prisoners of war who may be available for employment, are engaged in useful and necessary projects in accordance with standards which may be established specifically for the employment of such persons.

It will be necessary to combat tendencies to exploit these groups, tendencies which are manifested by the payment of lower wages, their employment for longer hours than are legal or necessary, and employment under sub-standard working conditions. Recrutied intelligently, placed properly and adequately protected, these workers can become a valuable segment of our labor force, contributing their share to the achievement of victory.

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NEGRO EMPLOYMENT IN WAR INDUSTRIES

Source: War Manpower Commission
Washington, D.C.
June 21, 1943

SUMMARY

The U.S. Employment Service reports a slow but steady increase in the use of Negro workers throughout the country, and an increase in the number of Negro workers receiving training in war industry occupations. Negroes comprised 5.8% of workers employed in establishments reporting to the U.S. Employment Service in July 1942, compared to 6.7% in March 1943. The extent of Negro employment varies considerably from industry to industry, and from one geographic locality to another. The proportion of Negroes in war industries is not yet commensurate with their proportion in the labor force, and is only about 7% of all employment in war industries. Several factors account for this: geographic distribution of the Negro labor force in relation to geographic distribution of war contracts; limited occupational and training opportunities heretofore afforded Negro workers, and race prejudice.

EMPLOYMENT BY INDUSTRIES

While more Negroes have been employed in nearly all industries, the increase has been uneven. In tank factories, Negro employment more than doubled from July '42 to March '43, while total employment in that industry increased only 31.3%. In aircraft, Negro employment increased 96.1% in comparison to a total increase of 35.4%. In the manufacture of motor vehicles, 21.3% more Negroes were employed in November '42 than in May '42 compared with a total employment increase of 8.6%. In shipbuilding Negro employment increased 62.8% between May and November 1942.

On the other hand, Negroes comprised only a fraction of one per cent of total employment in the fireworks and pyrotechnics industry, and less than 2% in the manufacture of electrical equipment for industrial use, metal working machinery and scientific instruments. In secondary smelting and refining of non-ferous metals, they comprised 30.1% of total employment; in bituminous coal mining 23.1%, and in blast furnaces, steel works and rolling mills, 12.2%.

EMPLOYMENT BY GEOGRAPHIC AREA

The Negro labor force is concentrated in that part of the country where there is a relatively small proportion of war contracts. These areas, and a large proportion of the Negro working force in them are engaged in essential agriculture. Two-thirds of the country's Negro labor supply is confined to 14 Southern States, whereas only 13.5% of the total war contracts have been awarded in those states. However, even in some areas of concentrated Negro population where war contracts have created a stringent labor market, utilization of Negro workers is impeded by employer, union and worker prejudice. Where Negroes are freely employed, they are generally engaged in the lower classification of skills, and have relatively little opportunity for upgrading.

Progress varies greatly throughout areas of the country. Mobile, Ala. which a year ago was an outstanding example of under-utilization of Negro labor, shows considerable improvement, though many available Negro workers are not employed. Los Angeles has made great strides in Negro employment. From May to December 1942, Negro employment in aircraft increased from 1,012 to more than 5,000, of which a large number were women on production jobs. A survey of Baltimore showed increased use of Negroes in war industries and a greater diversity of occupations. The Hampton Roads Area, one of the first to employ Negroes in war work, continued to make progress.

DISCRIMINATORY PRACTICES AND NEED FOR TRAINING

Discriminatory practices are resulting in the failure of some war industries to employ Negroes in proportionate numbers. The fact that relatively few Negroes have had industrial experience, and even fewer have had either training or experience in skilled occupations, hampers their utilization in war work. Employment of large additional numbers of Negro workers calls for an extensive training program. Increasing numbers of Negroes are receiving training for jobs in shipbuilding, aircraft and munitions. In March 1943, enrollments in pre-employment training courses were up twice as great as a year ago. Negro enrollment in supplementary courses, open to employed war workers, tripled during the year, and Negro enrollment in other training programs has been equally noticeable.

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NOTE

LABOR MARKET AREA CLASSIFICATION

The War Manpower Commission's monthly classification of industrial communities into Groups I, II, III and IV according to adequacy of the local labor supply, usually included in this section of the "Digest" will be omitted from now on. The classification is now released to the press and is presumably accessable to U.S.O. staff. However, if you cannot find it in the papers, and would like to see it, write us for a copy. We have the revised list at 600 Lexington each month.

II. INFORMATION ON WOMAN LABOR SUPPLY AND DEMAND

This section of the "Digest" is devoted to information on the numbers of women at work, and the industries and localities where they are concentrated; and to forecasts of the number of women who will be needed in coming months, by what industries, in what places, and from what groups in the population they are expected to be recruited. The trends summarized in these pages can not accurately indicate developments in specific local communities, and local directors are therefore urged to accumulate corresponding information on a local level. Such information is essential in program planning, because recreation and other service needs vary in relation to industry, locality, and especially in relation to age, previous industrial experience and family responsibilities.

REVIEW OF RECENT TRENDS IN THE EMPLOYMENT OF WOMEN

Acceptance of women workers by industry - a major concern in the first years of the defence program - is now being forced by the stringency of the labor market. The major task for the coming year will be the recruitment and training of sufficient women to meet the nation's wartime industrial needs.

As we reach deeper into our labor resources for the less readily available women, the adjustment required of new women entrants into the labor market will be more difficult. The kinds of service which U.S.O. must now provide will require greater ingenuity, and more careful analysis of objectives and methods. It is not enough to keep the U.S.O. building full; space and facilities and leadership must serve to help in the "hot spots." It is up to U.S.O. directors to know what those hot spots are, and to pioneer in adapting program to these specific ends.

U.S.O. directors should be working closely with industry, organized labor and women's groups, to be sure that U.S.O. facilities and plans are dovetailed into the total community plan to help workers do their wartime jobs, and if necessary, directors should take the initiative in the correlation of community activities.

WOMEN NOW FILL 34% OF NATION'S NON-AGRICULTURAL JOBS

Sources: War Manpower Commission
Bureau of Program Requirements
Labor Market Planning Division
May 10, 1943

15 Million Women Now At Work

15,200,000 women were gainfully employed in March 1943, according to the most recent estimates of the War Manpower Commission. This all time peak represents an increase of 14% - 1.9 million women - over March 1942. Employment in non-agricultural industry absorbed 1.8 million of the additional women workers. This increase exactly balanced the loss of men during the period, and kept total non-agricultural employment at the March 1942 level of 42 million. The proportion of women in non-agricultural employment rose from 30% in 1942 to 34% in 1943.

Ratio of Women in War Industries Rose from 15% in 1942 to 25% in 1943

These overall increases blanketed a continuous movement of women to new jobs in machine shops, aircraft plants, tank factories and shipyards. The ratio of female to total employment in war establishments rose from 15% in March 1942 to 25% in March 1943. The rate of increase of women has been even more rapid than the increase in total employment. While total employment in the firms covered by the WMC study increased 17% from May to November 1942, woman employment in these same firms rose 52%. Even sharper increases were reflected by firms in the munitions industries, where a rise of 19% in total employment was accompanied by a 69% rise in the number of women workers; the relative increases in woman employment by industry reveals that:

In	Total Employment Rose	Female Employment Rose
Aircraft and Parts	35%	184%
Chemicals	19%	62%
Electrical Machinery	23%	50%
Iron, Steel & Their Products	3%	36%
Machinery	12%	60%
Non Ferrous Metals	11%	47%
Ordnance	23%	56%
Rubber Products	22%	62%
Ship Building and Repairing	43%	164%

The proportion of women making up the labor force in selected industries is shown in the following table:

Proportion of women employed in selected industries
May 1942 and March 1943

Industry	Proportion of Women Employed in	
	May 1942	March 1943
Ordnance and Accessories	16.3	25.5
Guns	10.1	15.8
Ammunition (except small arms)	25.6	33.4
Tanks	5.0	10.0
Explosives	15.7	17.8
Small Arms Ammunition	37.1	44.1
Communications Equipment	40.1	56.4
Ship Building and Repair	2.4	7.6
Scientific Instruments	25.7	43.2

Part of the story on the expansion of woman-employment is related to occupations. Employers have been compelled by labor shortages to hire women for jobs traditionally closed to them. From highly skilled precision work to heavy manual labor, women are performing in occupations formerly held unsuitable. In some of these occupations women are performing in great numbers; even their limited employment in others is suggestive of further developments in response to severe labor shortages.

The integration of greatly increased numbers of women has been hastened by job-breakdowns which permit the use of insufficiently skilled and inexperienced women, or which screen out undesirable elements of jobs otherwise suitable. Training programs, especially on-the-job, have further hastened the process.

The industrial composition of an area largely determines the extent of woman employment in that area, and acceptance of women workers has to a large degree been correlated with the severity of local labor shortages. As local labor needs hopelessly outstripping normal supply, have put the screws on an area, a major result has been increased utilization of women.

In many areas the major problem now has become that of inducing sufficient numbers of women not customarily in the labor market to take employment. Where this problem was vigorously attacked by conducting enrollment campaigns in the area, the growth of female employment has often been spectacular.

1/3 of Nation's Women Needed by 1943 Women's role in the wartime economy will continue to grow as more and more men are withdrawn to the armed forces, and the production program accelerates. By December 1943, as high as one third of the female population 14 years of age and over - 17.4 million women - will be required for the civilian labor force and the armed forces. Recruitment and training of women workers will be major tasks in 1943.

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EMPLOYMENT OF WOMEN IN MAJOR INDUSTRIES

- In Aircraft Aircraft is rapidly becoming a "woman's industry." Employment figures made available by the industry reveal that about one-third of all workers now in the industry are women. Women represent 70 to 80% of all new hires, and are expected to constitute nearly 50% of aircraft workers by the end of the year. Before Pearl Harbor, women were about 2% of the workers in the industry. The proportion runs about 45% in Western plants, about 33% in the Middle West and about 26% along the Eastern Seaboard.

Women are engaged in practically all branches of aircraft manufacture, but predominate in sub-assembly and fabric covering operations. Although engine manufacture requires greater skill and experience, women are found in these departments in increasing numbers.

Many of the aircraft women workers are completely new in industry. Some firms have hired wives and relatives of men already on the payrolls even though these women have had no previous experience, in an effort to relieve housing and transportation shortages in their areas. Many firms have abandoned traditional hiring attitudes, and are attempting to fit the job to the worker instead of clinging to the idea of finding the worker to fit the job. Many firms have redesigned tools and machinery to fit women's slighter strength and stature, and have installed lifting devices and broken down complicated jobs to their simpler component parts.

Source: War Manpower Commission
Washington, D. C.
May 3, 1943

- In Shipyards Only 36 women were reported by the Census as workers in shipyards in October 1939. By January 1943 the number was 55,000, almost three-quarters of whom were in commercial yards, the rest in Naval Yards. It is estimated that 400,000 women will be doing productive work in shipyards before the end of 1943.

The rising tide of women workers expected in shipyards is reflected by attendance of representatives of 90% of the shipyards engaged in work for the Maritime Commission and the Navy, at a meeting in Chicago in December, devoted to a discussion of standards of safety for women in this industry.

"The woman shipyard worker, her hair confined in a bandanna topped by a large hard safety hat, dressed in a coverall garment fitting close at wrists and ankles with nothing to catch in whirring mechanisms, her eyes protected by goggles when necessary, and her feet in rugged safety type shoes, will be as safe from accidents as shipyard safety experts can make her," reported the U.S. Maritime Commission at the conclusion of the conference.

Already, in many yards women employment in ship construction and repair has reached high levels. For every nine men working in the yards of the New England Shipbuilding Corporations at South Portland, Maine, for example, there is one woman. Ten per cent of the more than 26,000 workers in the yard are women. Many of them are in the offices but most are on production jobs. An extensive on-the-job training program has made it possible for the yards to assimilate the many professional men and women, automobile salesmen, guides and resort operators who are among the workers attracted to the industry by the high rates of pay and the suspension of their former occupations for the duration. Men and women are given the same training, and there is no segregation either during training or on the job.

Source: U.S. Maritime Commission
Release June 7, 1943
War Manpower Commission
Release, March 1, 1943
Life and Labor Bulletin,
WTUL, April, 1943

- In Transportation The number of women entering the field of transportation continues to increase, and all branches of the industry look increasingly to women to solve acute and growing manpower shortages in the industry. Latest available figures indicate that about 160,000 women are now engaged in the industry.

Air, rail, motor and in some cases even pipeline transportation are providing training for women workers, and some firms pay trainees while they are in school. A conference on Women in Transportation, held in Washington in March, was devoted to problems of recruiting, training and placing women on jobs in the industry, and to special aspects of labor relations problems as they affect women. A resume of state and federal legislation affecting the employment of women and minors in transportation has been made available to the industry.

The Division of Transport Personnel of the Office of Defense Transportation estimates that an additional 175,000 persons will be required between January and November 1943 in all kinds of for-hire transportation, and women constitute the major source from which these new workers must be drawn.

Source: Office of Defense Transportation
Washington, D. C.
Release, April 9, March 16, 1943

- In Civilian Trades and Services Of the 18,000,000 women who will be working by the end of the year, fully two-thirds will be needed in civilian trades and services. More than a hundred un-glamorous everyday jobs, but as vital to the war as work in aircraft plant, shipyard, or munitions factory, were listed by the Women's Advisory Committee of the War Manpower Commission in a list of "War Jobs for Women" released by the committee on May 9, 1943.

The list, in addition to jobs in direct war production, included communications, transportation, agriculture, and organized child care, health and welfare services for war workers. "The woman who waits on trade in the grocery store, cares for the war worker's children, or takes over her washing, cooking and cleaning is doing an important war job," said Miss Margaret Hicky, Chairman of the Committee, "she is helping to keep war workers going by helping them to stay on the job."

At the same time, the Woman's Bureau of the Department of Labor released a pamphlet entitled, "What Job Is Mine On The Victory Line?" which seeks to show the American housewife how she can use her talents in the industrial war effort. "If you've made buttonholes on a machine, you can spot weld a plane bound for Berlin," says the pamphlet. "The woman who sorted beans can inspect small machine parts; loading a shell is like carefully following a recipe; and pushing a supply bin around a factory is not unlike rolling a baby carriage." The Bureau urges women over 18 living in labor shortage areas, and with no small children, to register at the U.S. Employment Office.

Source: War Manpower Commission
Washington, D. C.
Release May 9, 1943 and
U.S. Department of Labor
Release, May 9, 1943

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MORE WOMEN IN INDUSTRIAL PERSONNEL POSTS

Source: U.S. Department of Labor
Release, May 28, 1943

Widespread assignment of women as counselors and personnel officials has resulted from the great increase in women factory workers. Almost every one of the several hundred war plants visited by the Women's Bureau has women in either one or both of these capacities.

The field of personnel administration in industry was virtually closed to women prior to the war, but today production heads find it necessary to adjust policy and practice when employees in slacks replace workers in overalls, the survey shows. The women's counselor, between the actual job supervisor and the executive personnel officer, is charged with the duty of fostering good employer-employee relationships. Successful accomplishment of the counselor's functions will lessen the resentment of foremen and male employees against women as co-workers and will aid the woman in adjusting herself to factory life. Primarily the counselor is concerned with the personal welfare of the factory woman. She reports to the management on women's problems and although she knows what the line jobs are, she is not responsible for any part of the production schedule. She interprets company rules and policies, particularly safety and conduct regulations. She receives complaints and effects remedies.

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WOMANPOWER NOT A "FEMALE" PROBLEM

Source: War Manpower Commission
Release, April 7, 1943

NOTE:

The following interesting comment on the induction of women into industry was made recently by Charlotte Carr, Assistant to the Deputy Chairman of the War Manpower Commission, in a speech before the Academy of Policitcal Science:

WOMEN ARE GREEN HANDS

"The transition from manpower to womanpower on the war production front is not a female problem, but an employment problem - a process of adjusting millions of new workers to new jobs. In making this transition, women workers, industry, and the Government face essentially the same difficulties that would arise if millions of green men workers were to be absorbed hurriedly into expanding industries. To get the most out of this green hand, he- in this case she - must first be directed to work which matches her abilities, and second must be employed under conditions which make for top efficiency. In the old days we would have called this a placement and personnel management problem. Today we call it womanpower mobilization.

WOMEN WORKERS HAVE A "SELLERS MARKET"

"Womanpower is a new name for something we have always had. Because the word has been over-glamourized we tend to forget that industrial work is an old story to millions of women in this country. What is new about today's situation is that women workers now have a seller's market. We need women desperately. Since we need them so desperately, we must be sure that they are placed on jobs where they can be most productive and that they are employed under conditions which result in steady maximum output. Conditions both on the job and in the community must make it possible for women to work efficiently six days a week, every week.

PLACEMENT NOW THE PROBLEM "We do not need to start a patriotic crusade to persuade women to take jobs. Women know they are needed and they want to meet the need. But it does a woman no good to hear that two million women workers are needed this year or that women can make a wartime contribution by taking jobs in consumer trades and service industries. A woman needs to know where, in her town, there is a job for which she is needed and for which her background and experience fits her. This is a matter of intelligent guidance on a local basis. The government agency which can do this job is the U.S. Employment Service through its national network of local employment offices.

EXPERT PERSONNAL SERVICE NEEDED "Once women are on the job industry faces the responsibility of providing expert personnel service for these new workers. This does not mean providing anything new, or fancy, or special, for women only. It means providing conditions of safety, comfort, cleanliness, convenience and good supervision. It means, in fact, providing the kind of conditions under which men workers always have worked best. Today industry is providing these conditions for women, because their services are so badly needed, because turnover and absenteeism must be reduced."

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POSTWAR UNEMPLOYMENT AMONG WOMEN

Source: War Manpower Commission
Release, May 17, 1943

Alarmed at the threat of widespread postwar unemployment among women, the Women's Advisory Committee of the War Manpower Commission at a two-day conference devoted to study of postwar prospects, warned that the Government and industry must not assume that all women can be treated as the reserve group during war only, nor should those who wish to stay in the labor market be accused of taking men's jobs. The right of the individual woman to work must be recognized and provided for, just as the right of the individual man to work.

The committee also appointed a standing subcommittee to study the postwar problem as it applies particularly to women. It was the sentiment of the committee, however, that postwar problems would apply equally to men and women and the "problem of women need not be considered apart from the problem of men except (1) in those cases where women's contributions are of special importance and (2) in those cases where there is danger that women will not be given full opportunity for participation in social, intellectual and economic life."

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III. INFORMATION ON JOB CONDITIONS, INDUSTRIAL PROBLEMS AND NATIONAL POLICY ON THE EMPLOYMENT OF WOMEN IN WARTIME JOBS

This section of the "Digest" is devoted to information on wages, hours, and working conditions, and on training, placement and employment practices related to the orderly and successful induction of women into industry and civilian trades and services.

POLICY ON WORK SCHEDULES FOR MAXIMUM PRODUCTION EFFICIENCY

Source: Office of War Information
Washington, D. C.
Release, May 11, 1943

NOTE:

Soon after the declaration of war, eight government agencies, including the Army and Navy, Labor and Commerce Departments and the War Manpower Commission issued a joint declaration of policy on hours of work. This declaration, coming at the height of our critical unpreparedness, and at a time when employers and reactionary interests together were hysterically urging the abandonment of many long established standards, warned that maximum production could not be obtained by straining our efforts beyond the point of efficiency. The falling off of industrial applications for exemption from standards legislation, the recommendations that brief vacations be granted to war workers, and many other recent trends all point to an increasing realization on the part of management that conservation of production energy is a good part of efficient utilization of labor resources.

In May 1943, these same agencies reiterated their statement of policy, and further urged the use of Sundays to break production bottlenecks and for necessary repair and maintenance. The statement follows:

"On the whole, the recommendations, issued in July, 1942, are as pertinent today as at the time of issuance, but the following supplementary comment is warranted in the light of present conditions:

"The continued policy of Government agencies dealing with production is to encourage that type of daily and weekly shift schedules which will secure the most effective utilization of materials and labor supply. Some plants have found that a better coordination of supervision and planning results from giving a majority of employees and supervisors the same day off each week. By allocating Sunday for repair, maintenance, and bottleneck breaking, a more even flow of work was shown to be maintained throughout the week. In such plants production has not suffered since better attendance, better morale, and greater employee effectiveness have resulted from having regularly the customary day of rest. On the other hand many plants through experience have been able to secure more productive efficiency by operating the plant a full 7-day week and still affording a day of rest to workers through a variety of methods.

"Maximum production and maximum utilization of labor supply is the goal which the Government agencies are urging plants to achieve. The type of work schedule is secondary and one of the means to the end."

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WAGE STABILIZATION IN SOUTHERN CALIFORNIA AIRFRAME INDUSTRY

Source; Division of Wage Analysis
Bureau of Labor Statistics
U.S. Department of Labor
Monthly Labor Review, June 1943

Standardized wage rates for all types of occupations in the Southern California airframe industry were provided in the decision of the National War Labor Board made public on March 3, 1943.

The basic hiring rate of 60 cents per hour, with automatic 5-cent increases every 4 weeks up to 75 cents, was left unchanged.

Shift differentials of 6 cents per hour on the second shift and 6 cents per hour with 8 hours pay for 6½ hours work for the third shift was established for all plants (except Consolidated Aircraft, where the previous differentials of 8 cents for the 2nd and 3rd shift with 8 hours pay for 8 hours work on the 3rd shift were to be continued, unless the W.B. premiums were substituted by mutual agreement)

Application of these directives to the present wage structure will raise average straight-time hourly earnings for some employers in almost every classified occupation. It is estimated that average straight-time hourly earnings for all workers paid by the hour in Southern California will be increased by 3 cents per hour - from 85.4 in September 1942 to 88.4 cents.

SAFETY AND JOB-ACCIDENT PREVENTION IN WAR INDUSTRY

Source: U.S. Dept. of Labor
Releases, June 25, 1943
July 30, 1943

Job-accidents in the United States from July 1940 to January 1943, the 30 months covering the defense program and the first year of war, brought death to 48,500 workers, cost 258,000 an eye, finger, hand, arm or leg, and laid up 5,300,000 for an average of three weeks each. Days of work lost in these accidents totaled 110,000,000.

Safety Education Most job accidents can be prevented, and valuable production for war can be saved by careful supervision by management, safe work habits by workers and fullest use of safety devices. A series of nine short articles summarizing the major points of safety education have been prepared by Secretary of Labor Perkins' Committee to Conserve Manpower in War Industries, composed of the nation's outstanding safety experts. These articles are available from the Division of Labor Standards, U.S. Dept. of Labor, together with posters.

The War Safety Training Program There were not more than 10,000 industrial safety engineers in the country when we first began to arm against the Axis. By July 1944, war plants will require 55,000 key supervisors qualified to carry responsibility for the safety and health of workers. To meet this need, the Department of Labor established its War Safety Training Program, which has trained approximately 38,000 key supervisors to carry safety and health responsibility, and which expects to have trained 17,000 additional supervisors to meet the needs of industry by 1944. These trained supervisors will in turn give on the job safety instruction to some 12,500,000 workers, thus providing a basic approach to the industrial accident program.

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PROGRESS IN CONTROL OF ABSENTEEISM REPORTED BY LABOR DEPARTMENT

Source: U.S. Department of Labor
Washington, D. C.
April 25, 1943

NOTE

The initial period of hysteria and agitated discussion of absenteeism - an inevitable reaction to the first recognition of the extent of this problem under war conditions - has been followed in recent months by a systematic attempt to understand and control its causes. An extensive survey of the problem and ways of coping with it was undertaken by the U.S. Department of Labor in cooperation with large war plants in aircraft, electrical, chemical, instrument, food and textile industries, and in utilities and shipyards, and other war industries in every large industrial state. The results of this survey appear in a pamphlet entitled "Controlling Absenteeism," available on request from the Division of Labor Standards, Department of Labor, Washington, D.C.

These firms all recognize that further experimentation is necessary, and that there is need for a sincere and sympathetic approach to the problems of workers who are working and living under trying conditions. In the pamphlet and summarized below, are their reports on various devices which have been tried and on measures which have been effective.

Causes of Absenteeism The Survey shows that illness, accidents, transportation difficulties, poor housing, bad nutrition, lack of child care facilities, and other problems which the individual worker alone cannot solve are responsible for most absenteeism, and that willful absenteeism is almost negligible.

Reporting, Visiting and Checking Causes of Absences It shows that plants have less of an absentee problem when they pre-plan work as far as possible and require prompt reporting of unforeseen absence. Some firms have nurses or others visit absentees to offer help. Some have sent letters or telegrams or have telephoned. They have had returning absentees interviewed to determine the real cause, help to remove it and impress upon the absentee that his absence was noticed and that his attendance is essential. Shop stewards, labor-management committees and labor officials have cooperated to reduce absenteeism.

Planning for Smooth Work Flow Poor production planning and material shortages are a serious cause of absenteeism. Towards securing a smooth flow of production, plants have worked with suppliers and subcontractors, transportation companies and their own plant departments. When layoffs must occur, they have explained to employees why there is no work. They have shifted workers with several skills to avoid overstaffing of crews and to secure maximum use of labor.

Improving Working Conditions Other problems which plants have considered in reducing absenteeism include hours, industrial accidents and disease, industrial fatigue, nutrition, lack of awareness of the relation of the job to the war effort, and personal work patterns.

To solve these problems, plants have reexamined the daily and weekly hours of employees to assure schedules which will maintain output over a long war period. They have developed strong safety and health programs and improved working conditions to reduce fatigue. They have allowed workers at least 30 minutes for lunch and recognized the importance of a clean place in which to eat, with a place to wash up first. Some have installed plant cafeterias or lunch carts carrying nutritious foods. They have encouraged recreation and given vacations, emphasizing through various means the importance of the worker's job to the war effort. Counselling or welfare services have helped adjustment to factory work for new employees.

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WAR WORKERS GIVE REASONS FOR ABSENTEEISM

Source: Office of War Information
Release, May 17, 1943

A most interesting report on absenteeism comes from the OWI, based on interviews with workers in each of 18 war plants in various industries and various sections of the country, and talks with a number of the absentees themselves. More than half of the workers had specific suggestions in answer to the question what can be done to cut down absenteeism. The most frequent suggestions were for re-arrangement of hours of work and not granting overtime pay for the week in which the worker is absent. Other suggestions: improve plant conditions, community conditions, wages, and productive efficiency, educate employes, reward regular attendance, discharge the absentees and put them in the army.

Hours of Work Typical proposals on hours of work showed the workers were concerned with reducing long hours, or concentrating work so they will have afternoons or days to themselves. Some were:

"Give Saturday afternoon off."
"Let everyone take a day off a month to take care of personal work."
"Permit one shopping day a month."
"Give workers vacations."
"Give five and a half days a week and work longer each day."

Eating Facilities Plant complaints often emphasize the difficulty of getting decent food in or near the plant. One worker, in a shipyard's plant paper, writes colorfully:

"Over at Yard 3 last Monday the old yard bird bumped into two girl burners eating their lunch by the check-out gates in the rain. The girls looked like two dead kittens floating in a rain-barrel. Seems somebody swiped their lunch-pails on the ferry so they were eating the only kind of lunch they could buy - a jigger-sized box of cottage cheese - that's the way it is at Yard 3. If you forget your lunch or lose it, you can't get a check-out pass to go and buy some more. At Yard 2 you're lucky. If you don't have a pail at lunch whistle time, you can sneak up against the fence and sniff the delicious, tantalizing smells floating out the window of the office workers' cafeteria. And at Yard 1 you're really in gravy - slightly chilled. For any small sum up to a buck you can buy one of those extra special box lunches from food wagons inside the gate. Of course, one craneman got sick last week just after he finished his fancy sandwiches and potato salad, and yesterday another craneman had cramps so they had to carry him down from his whirley to the first-aid station. But maybe cranemen have delicate stomachs. When is somebody going to get wise to the cold fact that much of the unofficial absenteeism and official sickness is caused purely and simply by cold, lousy, and otherwise inadequate food?"

Washroom Facilities Criticism by many women workers and by some men centered around inadequate and unsanitary washroom facilities, which are directly related to health. One machinery plant was found to have remodelled its washrooms and provided lounges for women. In an aircraft company with no lockers and inadequate washroom facilities, it was found that uniforms which quickly become oil-soaked are changed only once a week, and produce skin-rashes and contribute to colds. Another company allows men a half-hour on company time to shower and change, and is installing a laundry to supply fresh underwear, overalls, and socks each day.

The OWI also found, from the analysis of absence records of 1800 workers, that those who had been on the job between three months and two years were most frequently absent. Next came those with less than three months. Least absent were the old hands with more than two years experience; that new residents of a community are more often absent from the job than regular residents; and that workers who object to plant health or safety conditions, or lunch arrangements, or promotional policy, are more frequently absent than satisfied workers.

The Office of War Information recommendations for reducing absenteeism followed the suggestions outlined by the U.S. Department of Labor and urged that support and confidence of workers should be sought through unions and labor-management committees, which will carry out phases of the programs.

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EATING FACILITIES FOR WAR WORKERS

U.S.O. field reports reveal increasing concern with the fact that war workers are having trouble getting meals. For staff members who need information about this problem the following data is presented.

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NEED FOR INDUSTRIAL CANTEEN SERVICE STRESSED BY SURGEON GENERAL PARRAN

Source: Life and Labor Bulletin
March 1943, The Women's
Trade Union League,
Washington, D. C.

ADEQUATE NUTRITION A NATIONAL RESPONSIBILITY - "To provide good nutrition for the working men and women is one of the nation's basic responsibilities," writes Surgeon General Parran, in a recent article. "Industrial workers are the backbone of our war production. These men and women are standing up to long hours and the speed-up. They are spurring themselves to get out the machines for the fighting front. Many of them are obliged to live where housing in inadequate, transportation is annoying, restaurants are poor, and medical facilities scarce. Some of these complications we cannot solve completely. But we need not, and dare not, allow insufficient diet to detract from health of workers and to interfere with their jobs."

CANTEENS, CAFETERIAS AND FOOD CARTS USED - "We had a big assignment to work out in providing industrial workers with nutritious diets even when food was plentiful. Now that we must ration food, we are all the more obliged to supply canteen or cafeteria service in industry so that workers may eat properly. In some of our plants it may be advisable to provide not only a hot midday meal but all three meals. Many industries have adopted the excellent policy of sending food carts - offering milk, fruit and nutritious 'snacks' - to tour the shops during the first and second halves of each shift."

UNNECESSARY MISMANAGEMENT AT FAULT IN SOME AREAS - "One of our vital war areas furnishes an example of gross mismanagement of food supplies. A maritime yard in this region brought 11,000 workers into a town where only a thousand people lived two years ago. This yard has no cafeteria. Every restaurant in the community has been condemned by the local health department as unsanitary and unsafe. The labor turnover in consequence of the lack of houses and lack of eating places is a constant drain on the efforts of this yard to turn out ships for the United Nations."

WORK OF NUTRITION IN INDUSTRY SECTION - "Highly important spadework in nutritional education among our general population is being carried out under the National Nutrition program. The Nutrition in Industry Section of this program was set up to promote education among Industrial workers and encourage industry in establishing adequate feeding facilities for workers." "The extraordinary new knowledge of food values which science has given us in recent years has shown that malnutrition is widespread among us. The 'hidden hunger' of malnutrition resembles the iceberg in that most of it, and the most dangerous part, is under the surface. Our convoys through Arctic waters beware of icebergs. Our war industries must beware of malnutrition."

SURVEY REVEALS GREAT LACK OF ADEQUATE EATING FACILITIES

Source: U.S. Department of Labor
Washington, D. C.
June 13, 1943

Women's Bureau Studies Industrial Feeding A recent survey of war plants, made by the Women's Bureau of the Department of Labor, revealed that thousands of war workers have no hot food during working hours, that thousands must eat lunch in 15 minutes, that thousands eat out in the open exposed to all weather variations, and that thousands more eat in unsanitary rest rooms.

As a result of inadequate diet during the working day, anemia, indigestion and nervous debility are common causes of work-lag and absenteeism. The inadequate supply of food at places of work is the primary cause of this situation. Workers cannot always bring food with them from home; many live in boarding houses, others have no time to spare from heavy home duties for the preparation of lunches. Normal peacetime service facilities simply cannot cope with the increase in demand on top of labor shortages and rationing.

Basic Standards Formulated The Women's Bureau has formulated basic standards for eating periods for women in war plants, which appear to be simple and not difficult to meet: a minimum of 30 minutes' time, a menu that includes hot, nutritious food at a reasonable price, and a pleasant place in which to eat away from the workroom. In many plants these standards are being met.

Streamlined services are for the most part confined to the large new plants that have been constructed since 1940. The biggest obstacles are to be met in plants where employment has expanded without any change in the physical plant set-up, and where adequate facilities have been omitted through lack of interest, oversight or actual physical limitations of space and materials. Conditions are also particularly unsatisfactory in shipyards, where most of the work is done out of doors, and where dust and heavy cranes complicate the use of grounds for eating purposes.

Need for Labor, Community and Industry Cooperation The Department of Labor urges that this problem be tackled jointly by management, labor and the community, and that coordinated plans for better eating be worked out by factories and local firms. Catering by well equipped restaurants, hot-food trucks run into factory yards, the construction of temporary buildings or pavilions for eating, are suggested as possible approaches to the problem.

As demands on America's food supply increase, the problem will assume even greater proportions. Mass feeding facilities must be worked out if war workers are to have a well rounded diet, and community organizations must cooperate in working out plans.

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BRITISH EXPERIENCE WITH INDUSTRIAL CANTEENS AND COMMUNITY DINING ROOMS

Source: British Information Service, and
Office of War Information
Washington, D. C.
Release, May 3, 1943

NOTE:

British in-plant canteen services, which provide low-cost and nutritious mid-shift meals and snacks for industrial workers, have played a large part in maintaining morale and reducing job-absences, and British experience may be of assistance to U.S. war communities where workers have experienced difficulty in obtaining adequate and nutritious meals.

Industrial Eating Facilities Required by Law

CANTEENS Provision of suitable canteens, located in or near the factories, and serving freshly cooked meals, has been required by law in Great Britain since 1940, of all plants engaged in war munitions, and work for the Crown, and employing 250 or more workers. In April 1943 the law was extended to permit requirement of a canteen in any war-manufacturing factory of this size; 95% of the mine workers of the country will also soon be provided with canteens.

COOKING DEPOTS Many smaller plants have also set up their own canteens, and in other small plants workers have been able to get hot meals from the insulated containers of cooked food sent out by the British restaurants or by cooking depots maintained by some local authorities. When this method is used, the firm usually sets aside a messroom and provides utensils and means for warming food.

COMMUNITY DINING ROOMS The British government also sponsors more than 1800 British restaurants, centralized community dining rooms at which workers may obtain two course meals for the equivalent of about 22 cents. The British restaurants also provide "cash and carry" meals which can be picked up by the married woman worker and heated at home.

Development of Industrial Eating Services in Britain

A WARTIME NEED Before 1940 canteens were relatively rare in Great Britain, except in the largest factories, but the dislocations of family life due to bombings and large scale shifts of workers necessitated the establishment of adequate feeding facilities outside the home. In some cases, where new factories have been built, canteens have been erected first on the building site, have been used by construction workers and then by the fitters and engineers who set up the machinery and have been in full swing when production started. Only shortages of equipment have slowed down the establishment of canteens. Plants were forced to use a good deal of second-hand equipment which, though often not very elaborate, has served the purpose?

EMPLOYERS AND WORKERS RESPOND Little compulsion of employers has been necessary to secure establishment of canteens. Formal "notice" to require establishment of canteens was given in only 248 cases in 1941. British workers, who, less accustomed to restaurants than Americans, had stated earlier that they did not need a hot meal, now are demanding canteen service. Tightening of rationing, the increased employment of women, particularly married women, and the operation of shift systems, have increased reliance on the canteens.

Operation of the Canteens

MANAGEMENT Methods of operation vary. Most employers hire a manager to run the canteen directly. Some use the services of catering contractors who take full responsibility for their operation and for obtaining the food. In some cases firms have handed over the canteens to the workers to run entirely. Whatever method is employed, success depends upon the skill of the manager, and on the extent to which the workers feel the canteen really exists to serve them.

WORKS CANTEEN COMMITTEES One solution to many canteen problems is the establishment of Works Canteen Committees, elected from among the regular users of the canteens, which can act as outlets for complaints, and through which workers' suggestions can reach management and management's difficulties be explained to workers. These Committees can be found in many of Britain's war plants.

PRICE OF MEALS The price of meals is well within the means of the workers, the average cost being the equivalent of about 20 cents for a balanced lunch. Standards of cooking and service of course vary with the skill and ingenuity of the cooks. Workers have not welcomed changes from the traditional roast beef, two vegetables and rice pudding type of meal, but wartime necessity meant that all available foodstuffs had to be utilized and now raw vegetable salads and salad greens have been introduced and are becoming increasingly popular.

SERVICE Some canteens maintain 24 hour service, with meals for workers on three shifts and ten-minute mid-shift breaks for snacks. The majority have arrangements for mid-period refreshments of some sort. Large plants also use mobile-canteens and steam tables to serve workers who are far from the regular canteens.

RATIONING REGULATIONS Industrial Canteens not only receive higher food allowances than ordinary restaurants, but also have been graded A and B. A canteens which serve workers in heavier manual occupations like construction, mining, iron and steel works, shipbuilding, etc., receive slightly higher meat allowances than canteens which serve workers in lighter jobs.

Administration of the Industrial Feeding Program

Early in 1941 the British Ministry of Foods appointed full-time, trained Factory Canteen Advisors to advise employers on problems of large scale industrial feeding, to insure that workers receive suitable meals at reasonable prices in attractive surroundings. They devote most of their time to helping with layout, equipment, staffing, service and menu planning.

Great Britain's concern with providing adequate meals for her production workers has paid large dividends in the health and morale of her people.

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YOUNG WORKERS IN WARTIME

Increasingly local U.S.O. Directors are reporting on the proportion of youth at work in war jobs and civilian trades and services. Not only is there great concern about the conditions under which children are working, but there is evidence that U.S.O. must pay special attention to the needs of young workers in its program. Some recent information on youth employment is summarized in the following pages.

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EXPLOITATION OF YOUNG PART-TIME WORKERS CITED BY CHILDREN'S BUREAU

Source: Office of War Information
Release, April 29, 1943

Community leaders in all parts of the country are concerned over conditions affecting the health of teen-age boys and girls, according to Katharine F. Lenroot, Chief of the Children's Bureau. An increasingly large proportion of boys and girls between the ages of 14 and 18 are trying to combine school and work. When such activities are properly planned so as not to overtax the youngsters' strength, they may serve a real purpose, giving young people in areas where their labor is needed a chance to participate in the vital work of the community. Miss Lenroot warned, however, that thousands of boys and girls under 18 are being permitted to work excessive hours, often late at night, and at the expense of success in their school work.

Miss Lenroot cited the case of a 17-year-old boy who attended school 22 hours a week and worked 50 hours in a coalyard. A 13-year-old girl worked afternoons and evenings in a restaurant with a total of 56 hours a week of work and school. Four high-school freshmen under 16 work for bakers, from 3:30 a.m. until late in the morning, coming to school for the 1 p.m. session. In one junior high school, on the day when a survey was made, 472 of the 1100 pupils were reported to be out working.

"There must be concerted action on the part of health authorities, schools, and employers," Miss Lenroot said, "both to plan suitable part-time work for teen-age boys and girls, and to see that the combined hours of school and work are not excessive.

"Mothers, too, have a responsibility to see that their sons and daughters who are working get enough nourishing food. They should remember that the growing youngster may need more food than the adult. He needs food for growth and development, and food for energy to perform his tasks. Unfortunately, the very young person who is expending the most energy is apt to try to get by on a quick breakfast, a sandwich at noon, and a hot dog for supper.

"Schools should try to see that children going to work have had a health examination. The boy who looks perfectly well may have a trace of tuberculosis, incipient hernia, or a heart that has been slightly damaged by rheumatic fever. Such a youth can be seriously injured by work that is too strenuous.

"It is my hope that leadership will be found in every community for a strong program of health protection for the young people who are so eager to serve the Nation in vital tasks today. The health of these young people is a resource our Nation cannot afford to waste."

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PROTECTION FOR TEEN-AGE WORKERS IN WAR-IMPORTANT FOOD PROCESSING PLANTS

Source: Department of Labor
Release, June 22, 1943

The need for food-processing workers is greater than ever before - and at a time when workers are scarce. The processors are ready, if labor is available, to can, dehydrate, and freeze the food required by our combined civilian and military needs and those of our allies, that the farmers can supply. Consequently, there will be calls for employment of young people in large numbers, at such jobs as they can legally and safely accept.

To help employers and patriotic young people, the Office of War Information and the Children's Bureau of the United States Department of Labor have summarize high points of Federal legislation affecting the employment of children and youth under 18 in canneries and other plants processing and packing foods. Observance of these legal standards will safeguard the health of the young worker and pay worthwhile dividends in more efficient work, fewer absences and accidents, and greater over-all production.

Both Federal and State laws, particularly those relating to the minimum age for employment, must be taken into consideration.

All establishments engaged in canning, quick freezing, dehydrating, drying and packing fruits, vegetables and seafoods are subject to the child-labor provisions of the Fair Labor Standards Act, if they produce any goods for shipment in interstate commerce. Practically all such establishments do ship their products across State lines.

Canning, Dehydrating and Freezing Under Federal law the minimum age for persons engaged in work in canning, dehydrating and freezing operations is 16 years. Children of 14 and 15 may work in canning, dehydrating and freezing plants only if they do office work or are engaged in other employment that does not involve manufacturing or processing. They may have no duties in work rooms where foods are processed. They may work not more than 40 hours a week if school is not in session, only 18 hours in a week during the school year. Their work day may not exceed eight hours in summer, or three hours when school is in session. State laws applying to canning and packing establishments vary in many details. If the State law establishes a higher standard than the Federal law, the State law must be followed. If, as is the case in most States, the Federal standard is higher, it must prevail.

Dry Yards In dry yards, where fruits are given sun and warm air treatment, to convert them into dried fruits, boys and girls of 14 and 15 (but none younger) may cut and sort fruit under special conditions. But they may not work in proximity to sulphur kilns. Dry yards are found almost exclusively in California, Oregon and Washington. For other work in dry yards the employee must be at least 16 years old.

Packing Sheds In the packing sheds where fresh fruits are wrapped and crated in their natural state for shipping, the minimum age is 14, provided he goes to school. If he doesn't go to school he must be 16.

On days when school is not in session boys and girls 14 or older may work not more than eight hours per day in the packing sheds. Normally, they may not work after 7 p.m., nor before 7 a.m. During eight weeks of the year, however, the youthful workers may stay on the job as late as 10 p.m. packaging perishable fruits or vegetables. Under no circumstances may boys and girls of 14 or 15 work more than 40 hours per week.

On days when school is in session, the maximum number of hours the 14 and 15 year old worker may be in the shed is three; the maximum number of hours he may work in a week during the school year is 18. The "no work from 7 p.m. to 7 a.m." rule applies without exception.

VOCATIONAL TRAINING

Training, for inexperienced new workers, and for upgrading and promotion, is an important weapon in the effort to meet our manpower needs. To women workers, who in the past have had little opportunity for training, it is important not only for the war emergency but as a factor in their postwar opportunities. In the following pages are summarized some recent releases on vocational training.

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ESTIMATES OF WAR TRAINING NEEDS FOR THE YEAR 1943-44

Source: War Manpower Commission
Release, June 28, 1943

Estimates of the number of persons who will be enrolled in training courses for war industry and agriculture during the fiscal year 1943-44, based on the probable training needs, as forecast by the Commission's Bureau of Training, are:

Inexperienced Workers (Pre-employment training)	1,300,000
Employed Workers	
Supplementary training	2,000,000
Training of supervisors and foremen	
Job Instruction	1,300,000
Job Methods	1,800,000
Job Relations	1,800,000
Professional and Technical Workers	800,000
Agricultural Workers	1,000,000

In-plant training of production and skilled workers, including apprentices and advancing workers, will also be needed in 100,000 plants.

The training figures listing a total of 10,000,000 needed courses, do not necessarily represent that many separate individuals. A new worker may take pre-employment training for a basic skill; he may then take brief supplementary training for a specific factory operation; he may then, if he is good enough, pass through the various types of supervisory training.

The army of inexperienced workers entering essential industry who will need training if our production requirements are to be met, will include both new workers and transfers from other industries. Among them will be many women of various ages, many physically handicapped persons and many older men. These persons must have either what is known as "pre-employment training," that is, training before they are placed in jobs; or they must have "pre-production training," in a vocational school or in the plant itself, after they have been put on the pay roll, but before they go on the production line. In some instances, the vocational schools operating under the direction of the Bureau of Training, War Manpower Commission, set up these "pre-production training" classes in the plants where the trainees will work as soon as they are ready to begin actual production. The number of inexperienced persons to be trained in these two ways far exceed the 1,300,000 estimate for pre-employment training.

The various training services of the War Manpower Commission and the numbers of persons trained in the calendar year 1942, are as follows:

1. Apprentice-Training Service	
Apprentices	127,000
Advancing Workers	50,000
2. Engineering, Science, and Management War Training	550,000
In 22 colleges and universities or in communities by extension courses	
3. National Youth Administration	597,000
4. Training Within Industry Service	367,000
5. Vocational Training for War Production Workers	
Through 2,500 public vocational schools and training centers	
Pre-employment	1,356,000
Supplementary	1,039,000
6. Vocational Training for Rural War Production Workers	
Through 5,670 public agricultural school centers	276,000

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RURAL WAR PRODUCTION TRAINING PROGRAM

Source: War Manpower Commission
Release, June 14, 1943

The number of persons in training in the Rural War Production Training courses offered by the War Manpower Commission on March 31, 1943, was 172,666 of whom 38,565 were women. More than half of the men and women enrolled appear to be interested principally in the operation of farm machinery, food processing and egg production. States with the largest numbers of Rural War Production trainees were: Mississippi, Texas, Louisiana, Alabama, North Carolina, Arkansas, Kentucky, and Tennessee. About 54 per cent of all persons taking the Rural War Production Training were enrolled in these eight States. From July 1, 1942 through March 31, 1943, 436,361 persons have been enrolled for this training. The average length of a course is anywhere from two to ten weeks - two to three hours per week. Dr. W. T. Spanton of the U.S. Office of Education and the War Manpower Commission's Bureau of Training is in charge of the rural training program.

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QUARTER CENTURY OF WOMEN'S BUREAU SERVICE REVIEWED

Source: U.S. Department of Labor
Release, July 4, 1943

NOTE:

The Women's Bureau of the Department of Labor celebrated its 25th anniversary on July 8. The Bureau was born in the first great global conflict of which America was a part. The following review of the quarter of a century that has since elapsed was released by the Woman's Bureau on July 4th:

The Department of Labor itself had been an independent agency only 5 years when the emergency "Woman in Industry Service," forerunner of the Women's Bureau, was created to deal with the problems of mass employment of women workers in war plants. Since that time the Bureau has been, in war and peace, the national guardian of the rights and interests of the working woman in the United States - investigating her employment opportunities and conditions, conducting research on her occupational hazards, and fighting to gain for her equal pay with men.

In 1918 women workers were a minor labor group, though their number had been increasing steadily over many decades. Today the Women's Bureau continues as the nation's authority on women workers - now considered not only the country's primary labor reserve and one of the greatest weapons in the arsenal of democracy, but an established and accepted part of the American industrial scene.

Since the Bureau is not charged with the administration of any laws, its influence has been that of a fact-finding and reporting agency, consulting and advising on adjustments of the woman worker. Main fields of its interest include employment opportunities, health and safety standards and adequate pay. The Bureau makes studies of women's wages and hours, their working conditions, their legal status, which are used by government authorities, private organizations, and trade unions in securing the passage of remedial legislation and obtaining contracts under collective bargaining.

On July 8, 1918, as a result of Congressional action, the Woman in Industry Service was established within the Department of Labor. To head this unit, Secretary of Labor William B. Wilson appointed Mary van Kleeck, on leave from the Russell Sage Foundation for war work in Washington. At this time Miss van Kleeck was chief of the women's branch of the Industrial Service Section of the War Department's Bureau of Ordnance. One of her assistants was Mary Anderson, an organizer for the National Women's Trade Union League, who was selected by Secretary Wilson to be assistant director of the new Labor Department service. In August 1919 Miss van Kleeck resigned her post to return to the Russell Sage Foundation and Miss Anderson succeeded her, later becoming director of the Women's Bureau when the wartime service became a permanent part of the Labor Department by Act of Congress in June, 1920.

Miss Anderson came to America from Sweden at the age of 16, and shortly after became a shoe operator in a Chicago plant. She worked in this industry for 18 years becoming a member of the International Boot and Shoe Workers' Union and serving as the only woman member of its executive board. This union background resulted in her recruitment as an organizer for the National Women's Trade Union League. As a pioneer in this field, she helped to organize the Amalgamated Clothing Workers of America. She was virtually drafted from this work in 1918 when she accepted federal appointment in Washington. Her leadership of the Women's Bureau has been the major factor in building a government agency with a realistic, adaptable program for intelligent employment of the 16 million women now fighting a world war on the labor-for-victory front.

According to its Congressional mandate the Women's Bureau must "formulate standards and policies which shall promote the welfare of wage-earning women, improve their working conditions, increase their efficiency, and advance their opportunities for profitable employment." At the close of the first World War the Bureau published a bulletin entitled "The New Position of Women in American Industry" - a detailed report on women's part in munitions making and other war industries from 1914 to 1918. Today the Bureau's range of study covers guns and ammunition, aircraft, instruments, machine tools, ships and "heavy industry" as these fields are concerned with the employment of women. Women street car conductors, supposedly one of the more colorful by-products of the first World War, were the subjects of another early Bureau study published in 1921. During the prosperous "20s" the Bureau made surveys and recommended standards for women in many important industries. In the depression following 1929 it issued surveys of unemployment among women workers.

When war and the rumors of war began to resound in 1939 and '40 the Women's Bureau heeded the warnings of those who foresaw a global war in the fullest sense of the term. Staff economists knew that a huge labor force would be needed to supply a mechanized army that would be sent all over the world - if and when the United States again became one of the allies. In view of these forecasts, the Bureau began surveys of war industries in which women could replace drafted men to a large extent. When war did come and the wholesale siphoning of men workers into the armed forces began, the Bureau was prepared with authoritative information.

Today women comprise approximately 30 per cent of America's labor force. The Bureau has aided in the effective adjustment of women in some of the most important war plants in the country. It has drawn up guides for management on such subjects as safety clothing, service facilities, safety provisions, meal and rest periods. It has made studies of entrance wage rates, hours of work and state and federal regulatory legislation. Job analyses conducted by experts on the Bureau staff have aided employment directors in selection and placement of women workers. It has contributed to community efforts in housing and recreation.

In addition to the heavy load of war work carried by the Bureau's staff, plans are being mapped for postwar readjustments that will secure for women worke the progress they have been making. Despite the gains of the past 25 years much still remains to be done in the field of minimum-wage legislation, household employment standards and farm work. Extension of social security after the war will require special study for women beneficiaries.

The woman worker has long been regarded as "cheap labor" and this arbitrary status has put her in the same defensive position as racial groups and child labor. Unorganized, unskilled and untrained in the past, she has been exploited and hampered by strongly rooted prejudices. Each turn of the economic cycle has brought her peculiar problems to the attention of the Women's Bureau, for 25 years fulfilling its duty to "promote the welfare of wage-earning women."

IV. INFORMATION ON COMMUNITY FACTORS AFFECTING THE WELFARE OF WOMEN IN WAR JOBS

This section of the "Digest" is devoted to information on housing, health, facilities for the care of children of working mothers, consumer problems, recreation, and general community arrangements affecting the lives of war workers and their families. Factual reports on existing conditions and on ways in which communities are meeting these problems are included, as well as information on federal, state and local agencies of whose services communities may avail themselves.

HOUSING THE NATION'S WAR WORKERS

Housing continues to be the number one boom-town problem. In the following paragraphs are summarized some recent data on housing problems of war workers and plans to meet existing and forecast needs.

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RENT RISES HEAVIEST FOR LOW-INCOME GROUPS

Source: Office of Price Administration
Washington, D. C.
March 2, 1943

On March 2, 1942, the OPA designated 20 crowded war production centers as defense rental areas, in the first step to bring down inflated rents. Since then the entire country has been brought under rent control, with 335 defense rental areas, housing nearly 80 million persons now under maximum rent regulations. The OPA recently issued a comprehensive review of rent-control experience in the last year, discussing the need for rent control, the rise in rents, their reduction and stabilization, and the administrative operation of the rent control program. One of the striking facts brought out by an analysis of percentage increases in rental range for many cities, is that the sharpest increases in every case came in the lower rent ranges, while units renting for $50 monthly and over had the smallest increases.

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250,000 NEW WAR HOUSING UNITS - MINIMUM NEED FOR COMING YEAR

Source: National Housing Agency
Release, June 5, 1943

1,100,000 WAR HOUSING UNITS BUILT SINCE 1940 More than 1,100,000 new housing units for occupancy by essential war workers, have been placed under construction since the start of the defense program in July 1940. By the end of April, a total of 813,000 accommodations had been completed and 309,400 additional units were in various stages of construction. Of the total units completed, about 454,000 represent privately financed family dwellings, built under local war housing quotas, as well as the estimated number of houses built without priorities in the early period of the emergency. Of the publicly financed portion of the program, the units completed as of April 30th included 244,964 family units, 92,069 dormitory units, and 21,870 trailers. A total of 231,777 publicly financed units of all types were under construction on April 30, and about 75,000 were scheduled for starting.

1,100,000 MIGRANT WORKERS MUST BE HOUSED IN NEXT YEAR Over and above this current program, NHA has estimated that 940,000 dwelling units will be required to house the 1,100,000 war workers expected by the War Manpower Commission to migrate to war production areas during the 12-month period starting July 1943. 600,000 of these accommodations can be provided in existing housing without alteration, it is estimated, and 80,000 family units can be supplied through privately or publicly financed conversion. Thus approximately 250,000 units of new construction would be necessary - 90,000 privately financed family dwellings, 90,000 temporary family units financed by government funds, and 70,000 accommodations for single persons in publicly financed dormitories.

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EXISTING HOUSING MUST ACCOMMODATE 600,000 MIGRANTS TO SUPPLEMENT NEW CONSTRUCTION IN WAR CENTERS

Source: National Housing Agency
Washington, D. C.
Release, June 13, 1943

Residents in key war centers must open their homes to more than 600,000 migrating war workers in the coming year if the manpower needs of industry in these areas are to be met. The National Housing Authority has asked authorization for 180,000 family units, and 70,000 dormitory accommodations to meet the migration expected between July 1943 and July 1944, but this amount of housing will not nearly meet the need. More cannot be scheduled because the materials which go into housing are also used to build ships, tanks and planes. The rest must be housed in existing structures.

THE HOMES USE SERVICE The job of finding housing accommodations for migrating workers will be carried by the NHA's Home Use Service, in cooperation with its War Housing Centers and Registration Offices in local communities. A "Share Your Home" campaign will be launched during the coming months. The Homes Use Service has already done a yeoman job. Up to April 20, 1943, these offices throughout the country have listed more than 1,200,000 dwelling units of all types. During that time applications were received from nearly 2,240,000 workers in war centers. 550,000 placements are known to have been made, and presumably all the accommodations listed have been occupied.

FAMILY UNIT HOUSING NEED IS SERIOUS The seriousness of the housing needs of war workers who are accompanied by families is shown by the figures for March, when 47,000 applications for family units were received, and only 14,000 were listed as available. And only 10,262 of these families were definitely placed. The situation for single workers seems less acute. 25,837 accommodations for single workers were listed, as against 23,378 applications received, and records show definite placement of at least 20,463.

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70,000 DORMITORY UNITS TO HOUSE WOMEN WAR WORKERS

Source: National Housing Agency
Washington, D. C.
June 19, 1943

MIGRATION OF WOMEN WORKERS INCREASING

With the constantly increasing migration of women workers, approximately 220,000 of whom are expected to be recruited for war industries from July, 1943, to July, 1944, dormitories formerly built principally for men are now being scheduled for women's occupancy. When residence halls were first developed under the public war housing program, about 75 per cent were for single men. But during the last six months, 50 per cent of the dormitory projects were for women, and the trend is for increasing numbers of the halls to be built for occupancy by women. Of the 70,000 units tentatively scheduled to be built in the next fiscal year, most will be for women.

WEEKLY RENTALS $3.00 - $5.00

Most of the dormitories are located in the large war industry and shipyard areas. They are usually remote from city services and are self-contained units, including cafeteria and recreation facilities. The rooms are compact and comfortable. Sturdy, simple but attractive furnishings include comfortable 30-inch beds, chest-desks, and chairs. The average single room is furnished for less than $50. Weekly rentals range from $4.00 to $5.00 per person in single rooms, and from $3.00 to $4.00 per occupant in double rooms.

$1100 IS AVERAGE COST PER UNIT

Accommodations for approximately 146,000 war workers will be provided in dormitory units that have been programmed to date by the National Housing Agency for construction under the publicly financed war housing programs. Some of the units are completed and occupied. The others are under construction. Usually of temporary construction, these dormitory units represent the lowest per unit cost in money and materials of any type of war housing. Average cost per unit is about $1100, with less than 600 pounds of critical materials being used per worker.

3,860 HOUSED IN TYPICAL SHIPYARD DORMITORY

One of the largest FPHA dormitories, Hudson House at Vancouver, Washington, which accommodates 3,860 persons, principally workers at Kaiser shipyard, is typical of the larger dormitory units, and is one of the world's largest temporary hotels. Its two dining rooms seat about 2,000 persons at a time, and schedules have been developed so that meals are served on a round-the-clock schedule, with breakfast for the shift going to work and dinner for the shift completing its day's work. Housing and feeding of shipyard workers is on a large scale.

HEALTH AND MEDICAL CARE IN WAR TOWNS

Health hazards multiply in war times, and medical care is scarce in overcrowded communities. New ways to meet community health and medical care problems must be devised. Reports on some steps being taken are included in the releases summarized in the following paragraphs.

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MATERNITY CARE FOR SERVICE MEN'S WIVES

Source: U. S. Department of Labor
Release, May 20, 1943

Twenty-three State health agencies are now authorized to provide maternity care for wives of men in the four lowest pay grades of the armed forces, and medical, hospital and nursing care for their babies, both without cost to the family, according to the Children's Bureau of the U.S. Department of Labor.

Under approved States plans, wives of these service men may receive complete medical care during pregnancy, childbirth, and 6 weeks after. At childbirth, whether the wife stays at home or goes to a hospital, she and her baby may have medical and nursing care. Medical care is also provided for the baby throughout his first year of life. All that the wife needs to do to apply is to fill out a simple form which she can get from the States health department.

States whose programs have been submitted to and approved by the Division of Health Services of the Children's Bureau were listed today by the Bureau as: Arizona, Arkansas, Connecticut, Delaware, Illinois, Indiana, Kentucky, Maine, Maryland, Michigan, Mississippi, Nevada, New Jersey, New Mexico, North Carolina, Oklahoma, Rhode Island, South Carolina, Utah, Vermont, West Virginia, Wisconsin and Wyoming. A number of additional states have submitted plans which will be acted on soon.

"Of course we are anxious to see this help given promptly to all eligible wives and babies of the men who are giving so much to the Nation," said Dr. Daily of the Children's Bureau. "We are gratified that the 23 States have acted promptly. The delay of some State health departments, in preparing and submitting satisfactory plans for these services, is each week, depriving hundreds of women of the benefits Congress has authorized for them."

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TUBERCULOSIS CONTROL PROGRAM FOR WAR WORKERS

Source: Federal Security Agency
Release, March 31, 1943

Since the outbreak of war, the U.S. Public Health Service has given X-ray examinations for tuberculosis to nearly a quarter of a million people. The groups examined included over 160,000 workers in war industries located in 9 States and some 40,000 Federal employees in the District of Columbia. The Public Health Service's program of tuberculosis control was set up shortly after the declaration of war in order to prevent the rise of tuberculosis mortality which usually accompanies war. The X-ray examinations are being made by 8 special units assigned on request to war industries. Special attention is being given to shipyards, ordnance plants, air depots and other essential establishments where no facilities for chest X-ray examinations are available.

Although there has been no apparent increase in the amount of tuberculosis in this country, according to Surgeon General Parran, the objective circumstances favoring such an increase are much in evidence. Particularly is this true in the many congested war areas.

The Public Health Service also is offering to State and local health departments professional services for the appraisal and reorganization of their tuberculosis work in order to strengthen nation-wide control of this disease, and is assisting the health departments in developing programs for follow-up and treatment of these newly-discovered patients. It is planned to extend the program to the families of war workers and rejectees from the armed forces. The Public Health Service plans to expand this program during 1943.

The Public Health Service believes that its current program will not only help prevent the expected rise in tuberculosis mortality during war time, but will also lay a foundation for postwar activities which should eventually eradicate tuberculosis in the United States.

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RELOCATION OF PHYSICIANS HELPS MEET CIVILIAN POPULATION MEDICAL NEEDS

Source: War Manpower Commission
Release, March 30, 1943

Reports received by the War Manpower Commission's Procurement and Assignment Service for Physicians, Dentists, and Veterinarians show that approximately 600 physicians have changed their places of residence and practice in the last few months. The Service makes an effort to accomplish such relocations when the medical needs of the civilian population would be better served.

Of a total of 587 relocations in 40 states, five of the relocated physicians are women; 214 of the 582 relocated male physicians are either over 45 years of age, or, if younger, disqualified for military service.

In many instances the assumption of increased duties by a decreased number of physicians remaining in an area has been seen as the best solution to a community's health problem. In a number of States ingenious medical care plans have been worked out locally which enable fewer physicians to care for more civilians. Among such states are Maryland, California, Oregon, Michigan and Arkansas.

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EMERGENCY MEDICAL AID PLANS IN WAR PLANTS ARE INADEQUATE

Source: Office of Civilian Defense
Release, June 30, 1943

The majority of American war plants are unprepared to provide emergency medical attention for victims of air raid, explosion, or other wartime plant disaster, according to James M. Landis, Director of Civilian Defense. Reports indicate that only about one out of five of the larger war plants has made arrangement for hospitalization of war disaster victims and that among smaller plants the proportion is even less.

In a study conducted by the U.S. Public Health Service in 1940, it was found that in plants of more than 100 employees only 20.3 per cent of the workers had access to a full-time plant physician, 27.6 per cent to a part-time plant physician, while 52.1 per cent had none. In plants of less than 100 employees, 94 per cent of the workers had no plant physician service.

Industrial plants are seldom able to provide hospital care for victims of large-scale disasters unless they utilize the facilities of the community, but all can provide a staff trained and equipped to give efficient first aid to the victims of disasters. As preparation for an emergency, all war plants should make definite arrangements for providing expert medical service for injured personnel by utilizing community medical resources organized under Chiefs of Emergency Medical Service of the O.C.D.

Among the special problems encountered in planning adequate medical attention for victims of plant disasters are transportation, hospitalization, establishment of casualty stations in or near the plant, proper identification of casualties, and admittance of workers of the Emergency Medical Service to the plant.

In almost every community in the United States, community medical facilities have been mobilized for war purposes by the Civilian Defense Emergency Medical Service. These facilities will serve the whole community including its war plants, but their effective utilization by industry demands careful advance planning.

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SUMMARY OF THE FEDERAL WARTIME CHILD CARE PROGRAM

Source: Office of War Information
Release May 23, 1943

THE NEED FOR AN ADEQUATE DAY CARE PROGRAM

Arrangements will have to be made this year to care for between 2 and 3 million children while their mothers work. Government surveys estimate that mothers themselves will make provision for the care of about 75% of these. Community, State and Federal agencies are concerned with the care of the remaining fourth.

While the employment of mothers of young children, except after the exhaustion of other labor sources, has been officially frowned upon, many mothers must take jobs for economic reasons. This is especially true of the wives of men in the armed forces, whose allotments are insufficient to take care of family needs. In many areas, too, industry has appealed to women to go to work so that problems of housing and sanitation, health facilities, transportation and schools would not be further aggravated by importation of outside labor.

Published reports of mothers leaving children in locked cars while they worked in a factory, or tying door keys around their necks with notes asking passers-by to let them into the house, testify to the need for a program. Most war-working mothers stay off the job, when care is unavailable, rather than resort to such devices. Full utilization of woman power will be impossible until adequate child care is provided.

Development of Child Care Programs To Date: Nearly 100,000 children are now provided for in federally aided child care centers alone. In approximately 1,000 communities, and in every state, Child Care Committees have been organized. Communities have pooled their resources and extended services of the education, welfare and health departments to cope with problems growing out of the industrialization of women.

In settlement houses, public schools, churches and community centers, groups of children already are spending the day or night hours in which their mothers work, under competent and trained supervision. Boys and girls up to 14 years of age report to school for before-school care, in many places as early as 6 a.m. Others are given supervised play after school until their mothers are off from work. The entire program has been recognized as a partial solution to the problems of both absenteeism and juvenile delinquency.

In some communities, industries have agreed to employ no mothers without finding out if provision had been made for their children. Many firms have worked with community groups to secure nurseries and after-school centers, but Child Care Committees have discouraged in the strongest terms the establishment of any nurseries within war plants themselves.

In some cities the need for child care services developed gradually so that intelligent planning ahead was possible; in others, like San Diego, the situation became acute before adequate preparation was made, and facilities were swamped.

No one solution to the child care problem has been possible. In some communities foster day care has been emphasized, in others group care has been the solution. The program has had to be adapted to meet local conditions.

Federal Funds Available for Child Care: Numbers of American cities have requested Federal aid after local and state resources were exhausted. Several Federal agencies have funds available to meet such crises.

1. The Federal Works Agency, which is the only federal agency now releasing operating funds, and which administers Lanham Act funds (appropriated by Congress to help war-affected communities finance the extra services their expanding population required), had, up to May 5th, allotted approximately $7,000,000 toward maintenance of nearly 2,200 child care centers. Lanham Act funds must be matched dollar for dollar by local community funds, and parents are also expected to pay a fee. The cost to the mother averages about 50 cents a day. In Baltimore, Md., where the transition from WPA operation to local operation on Lanham Act funds was made in May, the fee is $3.20 for a six day week.

2. Several other agencies provide assistance in planning or in providing facilities.

   a. Office of Community War Services (formerly the Office of Defense Health and Welfare Services) was allotted $400,000 from the President's Emergency Fund last August, for ODHWS personnel to assist local communities in planning programs, setting standards and meeting special problems. Requests for these funds have come from State Departments of Education and Welfare, and are made on the basis of findings by the U.S. Office of Education and the Children's Bureau. In local planning, education authorities usually assume responsibility for group care, welfare agencies for foster care and home-maker service.

   b. The Federal Public Housing Authority is providing day care facilities for children of working mothers living in its developments, if such facilities are not otherwise available.

   c. WPA was maintaining close to 1,500 nursery schools, when it began its liquidation this year, and most WPA schools in industrial areas have been continued as war nurseries, some with Lanham funds, others as part of the public school or welfare system in the community.

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SOME RECENT STEPS TAKEN TO END BOTTLE-NECKS IN COMMUNITY LIVING

NOTE:

Critical curtailment in essential services, and shortages in housing accommodations, day care facilities, and medical care, as well as bottle-necks arising out of lack of community adjustment to three shift and other new factors in industrial life, are impeding war production efficiency and creating hardships for the nation's war workers. Many of these difficulties cannot be solved because of labor and material shortages. Others can at least be alleviated by skillful planning and full utilization of community resources. In some of the smaller communities it might be possible to adapt the talents of women accustomed to "cooperative church suppers" to help meet the community feeding problem, at least until such time as more basic arrangements can be made. Certainly in such matters as utilizing all day shopping facilities, non-workers could be persuaded to shop at other than rush hours. U.S.O. might well take the initiative in starting such cooperative efforts and educational campaigns as would help to alleviate the situation.

In the pages that follow are summaries of some recent steps that have been taken to relieve bottle-necks in living conditions. It is hoped that these will prove suggestive of ways in which communities can cope with boom-town living problems.

Laundry Declared "Locally Needed Essential Service"

On June 30th the nation's laundries, many of which are faced with critical manpower shortages, were extended aid by the War Manpower Commission and the Office of Civilian Requirements of the War Production Board. Regional Directors were authorized to classify laundries as "locally needed" and hence eligible for the same preferential treatment now accorded essential war industries. This includes referral of workers by the U.S. Employment Service, protection from labor piracy and stabilization of their existing labor force. At the same time, laundries were called upon to discontinue luxury services.

Source: War Manpower Commission
June 30, 1943

Other Service Trades to be Surveyed

Early in March the Office of Civilian Supply started a survey of the service trades of the country to determine their essential needs from the standpoint of materials and manpower requirements. Restaurants, shoe repair shops, garages, electrical repair shops, hotels, plumbing and heating establishments, barber and beauty shops, tire repair shops were to be included in the survey. At the same time the War Manpower Commission authorized field directors to designate restaurants, hotels, and food and fuel distributing services as "locally needed" in crowded industrial areas. The War Manpower Commission said, "In overcrowded areas, the facilities required for serving the minimum needs of the community are extremely important to the maintenance of efficiency in war production."

Source: War Production Board
March 10, 1943

Staggered Hours of Work Urged to Aid Shopping, Transportation

Staggered hours of work so that women may shop under rationing rules, but still carry on work in war plants and necessary services, were proposed recently by WMC chairman McNutt. "--6,000,000 women will be in war industries this year, and other millions will be running elevators, working in retail stores, driving buses and taxies and working in laundries," said Mr. McNutt. By the end of this year almost 18,000,000 women will have answered the call to serve their country.

Changes must be made in present work systems in many fields of industry and commerce, to make it possible for women to accept and hold down these jobs. In some of our war plants working hours should be staggered so that women may have enough time to shop for food and do the countless errands connected with running a home. The woman who is not worried about her home is a better worker, and with rationing it takes longer to plan and buy. Certainly the woman who is not employed can do her shopping at times when factory workers are inside the plant.

The provision of proper rest periods and eating facilities in many war plants would also contribute to the efficiency of war production. The provision of adequate day time care for small children, of after school programs, and of adequate school lunches, would relieve mothers at their machines of much of the worry about their children.

Source: War Manpower Commission
Release, March 15, 1943

Staggered hours of work were urged also by Coordinator of Transportation Eastman, in a letter to War Transportation Administrators in cities of 10,000 or more population urging the development of adequate staggered hours programs for their communities. "One new aspect of the staggered hours problem," said Mr. Eastman, "is the plan of the War Department to require that its plant contractors obligate themselves to study working hours with a view toward making adjustments consistent with efficient and economical manufacturing procedure, which will implement the use of existing mass transport facilities."

Source: Office of Defense Transportation Release, March 4, 1943

Making Services Available At Or Near Plants

Industry, Labor and Government are increasingly turning their attention to the problems of employed women. Consideration must be given to the strain imposed upon the physical strength of the housewife who is attempting to keep her household functioning at the same time that she holds down a war job. Plans for the extension, modification and adaptation of plant and community facilities and services so that they will more adequately meet the needs of the times, are beginning to emerge.

One plan is to have business, commercial and Government facilities - such as laundries, groceries, dry-cleaning and shoe repair establishments rationing advisory counters, bank branches and post office windows and the like, - established at or near plants for the convenience of workers. Regular business places are urged to extend their "Open" hours to accommodate the women in war work. OCD block leaders also can alleviate some of the problems by voluntary shopping and errand services.

Source: Manpower Review, June 1943
War Manpower Commission

Labor Participation in Local OPA Activities

Better cooperation between organized labor and the OPA is promised by the formation of Labor Advisory Committees in nearly all OPA districts. These committees will help to establish procedure for the settlement of problems in which the point of view of labor is especially important, and will bring to the OPA the active cooperation of a consuming group that numbers at least 10 million. An example of the great help which local union representatives have given local OPA boards is their work on Joint Management-Labor Plant Transportation Committees, where they have provided quick and efficient service to industrial workers in the matter of organizing transportation and preliminary "processing" of applications for supplemental gas rations.

Source: Office of Price Administration
April 16, 1943

DIGEST OF INFORMATION

on

WARTIME EMPLOYMENT OF WOMEN

September, 1943

To: U.S.O. Division Staff in War Production Areas

From: Nora Piore, Specialist in Industrial Communities
U.S.O. Division of the National Board
Young Womens Christian Associations
600 Lexington Avenue, New York, N. Y.

NOTE

Starting in September this nation launched a campaign to recruit a million American women for the wartime labor force. At the start of the recruitment drive, the War Manpower Commission released a comprehensive report on the nation's womanpower, containing the most recent factual information on woman employment, and analyzing the community and industrial factors related to women workers.

This issue of the "DIGEST" is devoted to a summary of that report.

REPORT ON THE NATION'S WOMANPOWER

Source: War Manpower Commission
Washington, D. C.
September 3, 1943

1. THE PRESENT WOMAN LABOR FORCE

Over six million more women are employed today than in July 1940, and 17.1 million women are at work as compared with 14.1 a year ago and 10.8 in 1940. Manpower requirements for the year ending July 1944 show that a sufficient number of women must be recruited from outside the present labor force to make possible a net increase of about one million.

The increase in the three-year period was effected in part by the reemployment of jobless women seeking work. Unemployment among women dropped from 3 million in July 1940 to a practically irreducible minimum of about one-half million in July 1943. The remaining increase was due to a net gain to the labor force of close to four million women, of whom probably three million would not have been attracted to the labor market under normal peacetime conditions.

About three-fifths of the total increase in the female labor force since 1940 occurred in the last year, when the number of women working or seeking work rose from 15.2 million in July, 1942, to an all-time peak of 17.1 million in July, 1943. There is reason to believe, however, that the record number of women in the labor force in July of this year is a temporary phenomenon and that in actual fact the rate of increase in the year-round labor force in recent months has been declining.

Normally the labor force in the summer months contains many seasonal workers chiefly in agriculture who leave the labor market when the seasonal demand is over. This year, over and above the normal summer increase, there has been an influx of approximately a million or more additional women workers. Much of this influx is due to the above normal entrance into the labor market of students, many of whom are expected to return to school in the fall. This movement into and out of the labor market is an annual phenomenon, but just as the number taking employment is larger this year due to unusual employment opportunities for young people, the cutback also may be more severe than usual. For this reason it would be unwise to rely upon all these workers in planning a manpower program.

Women in Munitions________Munitions industries especially have been fertile ground for the increased utilization of women with all war productions activities showing higher proportions of women in the past year. In such industries as ammunitions (including bag and shell loading) rubber products, electrical equipment for industrial use, communications equipment and scientific instruments women constituted a large percentage of total employment even in May, 1942, and in all cases the percentage showed substantial increases by May, 1943. In communications equipment an 18-point rise over this 12-month period brought the employment of women well over one-half of the total work force. As of May, 1942, one out of every ten workers in the aircraft industry was a woman. By May, 1943, this industry had so increased its use of women that the ratio was close to one out of every three. Impressive gains in the firearms industry brought the proportion of women to total employment from one-seventh in May, 1942, to one-third a year later.

Even those industries which have been most conservative in clinging to traditional hiring practices barring the recruitment of women have let down their barriers, with shipbuilding, for example, increasing its proportion of women from 2.4 to 10 per cent and iron and steel from 8 to 15 per cent.

It must be remembered that these increases have not been uniform even in the same industries. For example, in aircraft the proportion of female employment in May ranged from 22 per cent in Chicago to 45 per cent in Seattle; shipbuilding from 4 per cent in Baltimore and Newark to 20 per cent in Portland, Oregon. To some extent these differences can be attributed to the adequacy of the male labor supply residing within or migrating to an area.

Women in Agriculture________On the basis of national figures which, of course, obscure local shortages, the number of women taking seasonal farm jobs has been impressive. Agricultural employment of women in July sustained the level of 2.3 million reported in the previous month and exceeded last year's peak by several hundred thousand. Agricultural jobs are being filled to an increasing degree by women. Their employment constituted 19 per cent of the total agricultural employment as compared with 17 per cent in July 1942 and 9 per cent in July 1940.

2. WOMANPOWER NEEDS -- 1943-1944

Manpower requirements for the year ending July, 1944, show that total employment and the employment of men will decline, but female employment must expand to 18 million with a net increase of at least 900,000 women workers if our manpower needs are to be met. In addition, another 200,000 women must be recruited for the Armed Forces. (Table 1.) Although unemployment may drop slightly, it cannot be counted upon as a source of workers. Hence a sufficient number of women must be recruited from outside the present labor force to make possible a net increase of about one million.

From July to January, no net increase in the total labor force is required inasmuch as agriculture will fall to a seasonal low during these months. This does not mean, however, that the task of securing an adequate number of women workers will be easy. In fact, the recruitment job to be done assumes tremendous proportions when the requirements are examined by broad industrial categories and the magnitude of necessary shifts within the labor force are revealed. Munitions industries, if they are to meet schedules, must expand the employment of women by one million between July, 1943, and January, 1944, and by 300,000 from January to July 1944. An increase of one million in these industries exceeds that experienced in any previous six-month period and is twice the expansion recorded between January and July, 1943. Although female employment in agriculture will drop very sharply between July of this year and January, 1944, very few of the women currently working at seasonal jobs on the farms will become available for munitions employment when no longer needed in agriculture. Other industries are expected to yield only 100,000 workers as a result of curtailment by January 19. It may be necessary, therefore, to recruit almost a million net additional women workers from outside the present labor force to meet the January requirements for non-agricultural employment.

In terms of the expansion already accomplished, increasing the female labor force by one million appears not too formidable. Actually it will be extremely difficult to meet this goal unless the declining rate of increase in the female labor force experienced prior to the temporary June upswing is reversed. Net increases of necessity seriously understate the magnitude of the recruitment task which lies ahead, inasmuch as they make no allowance for the number of women who must be recruited to replace those who leave the labor market. Even under normal circumstances, a sizeable part of the female labor force is composed of marginal workers who are attached to the labor market temporarily or intermittently. This pattern of entering and leaving the labor market is not only continuing but is being accentuated under wartime working conditions.

With no domestic help available, inadequate child-care facilities, shopping and marketing difficulties, all throwing tremendous burdens on the housewife who has taken employment, industry is having increasing difficulty in retaining its female work force. Since employment stabilization plans do not control movements out of the labor market the exodus of women from the labor market is unchecked.

A second factor which magnifies still further the problems of meeting requirements is the localized nature of the demand which is largely concentrated in labor stringency areas. In many shortage areas, those women who could readily be drawn into the labor market are already employed, and even intensive recruitment may not be able to yield an adequate number of additional women. At the same time, other areas with considerable numbers of potential female workers lack employment opportunities.

3. SOURCE OF WOMANPOWER

It has already been pointed out that to meet requirements women must be recruited from outside the labor market, since neither the decline in agricultural employment nor the reduction in the number of unemployed can be counted on as a source for year-round workers. Curtailment in industries other than munitions at best will yield 100,000 women by January, and perhaps 300,000 more by July 1944.

A substantial contribution to the labor force has already been made by the youngest age group available for employment (14-19 years), which consists largely of students. By April 1943, the actual female labor force within these ages had exceeded the estimated normal labor force by close to one-half million, and it is questionable whether this trend can or should be expected to continue (Table 2). It is estimated that over one-fourth of the abnormal wartime increase in the female labor force consisted of girls under 20 years of age.

Practically no net expansion occurred among women between 20 and 30 years of age, and only a 6 per cent increase of actual over normal employment is estimated for women in the next 5-year bracket. The insignificant net gains in the work force of women between the ages 20 and 35 may be attributed to the fact that many of the women not employed have child-care responsibilities. In addition the normally high work rates among women in these age groups would make further gains more difficult to achieve. Until recently, the liability of husbands to the draft may have also acted as a check upon their entrance into the labor force. The first two factors will probably continue to restrict expansion in the female labor force within these ages.

Traditional age specifications will impose some limits on the use of older women as will their employability. Nevertheless, women over 45 years of age have been absorbed in employment to such an extent that it is estimated their actual numbers currently in the labor force are 20 per cent above what they would normally be. The full utilization of this reserve is important.

At present, the most readily available group consists of non-farm housewives between the ages of 20 and 55 without children under 16. This group as of April 1943 numbered 5.6 million which on a national basis appears to constitute an adequate reserve of potential women workers. However, in view of the localization of demand and the completely voluntary basis of recruitment, there is no assurance that an adequate number of women will enter the labor market where they are needed.

A growing tendency to increase part-time employment will offer employers a potential supply of labor which might not be available otherwise. Trade and service has always used large numbers of women for part-time work and this practice has increased with growing l bor stringencies. Manufacturing industries have also recently initiated part-time work schemes which are proving successful. Female part-time workers, many of whom are housewives and some employed white-collar workers have been used in light assembly work especially in communications equipment and aircraft parts establishments in New England and on the West Coast. Throughout the country, women are being recruited for part-time as well as full-time employment to meet the seasonal needs for harvesting crops and canning food products. Women who cannot adjust their other responsibilities to permit full-time employment without assuming an unreasonable workload should be channelled to whatever part-time employment opportunities are available in the community.

Table 2

Female population, normal and actual labor force

April 1943
14 - 64 years of age
(In thousands)

Age Group	Population	Normal Labor Force	Actual Labor Force	Excess of actual over normal	
				Number	Per Cent
Total	47,371	13,851	15,430	1,579	11.4
14-19	7,099	1,647	2,096	449	27.3
20-24	6,055	2,852	2,855	3	.1
25-29	5,766	2,023	2,025	2	.1
30-34	5,430	1,750	1,862	112	6.4
35-39	4,980	1,494	1,685	191	12.8
40-44	4,560	1,263	1,528	265	21.0
45-49	4,169	1,037	1,237	200	19.3
50-54	3,742	838	965	127	15.2
55-59	3,108	583	707	124	21.3
60-64	2,462	364	470	106	29.1

Source: Bureau of Labor Statistics

4. RECRUITMENT OF WOMEN WORKERS

The War Manpower Commission has relied upon voluntary registration and recruitment campaigns to bring into employment the women who have been needed to meet expressed demand in specific areas.

Since the summer of 1942, the United States Employment Service has conducted aggressive campaigns to recruit women in scores of communities throughout the country. The majority of areas which are classified as Group I areas by the War Manpower Commission have had intensive drives with widespread publicity to bring all available women into employment. In many cities this has included a house-to-house canvass conducted in some instances with the cooperation of employers and volunteer workers. Experience has shown that community-wide campaigns, conducted in advance of actual employment opportunities for the women who are available, should not be encouraged. Thousands of women, whom employers are not prepared to engage, change stimulated enthusiasm for a deeper conviction that there is no real need for their services. Therefore, since the beginning of this year, policies of the War Manpower Commission have sought to prevent general recruitment campaigns until the need was established and it could be shown that usual recruitment methods failed to meet employer needs. For this reason, very few areas classified as Group III or IV have had recruiting drives directed to women. Experience indicates that, after the women who can be more readily recruited have become employed, the employment of any further reserve depends on more than appeals and the women's willingness to work.

Unquestionably, far more women have been recruited into the labor market than net increases in the labor force reflect. Some movement out of the labor market cannot be avoided, but a considerable amount of this turnover might be eliminated. Recruitment activities will not produce the necessary net increases unless greater stabilization of the female work force is accomplished.

5. UTILIZATION OF WOMEN WORKERS

If continuation on the job and regularity of attendance is to be effected, greater consideration must be given to the special problems confronting employed women. This is particularly important as regards women with household responsibilities who have no previous work experience, since their employment involves the most difficult readjustments. In addition to appropriate induction, training, and orientation to the job - important for all new workers - adaptation of plant and community facilities and services bear a direct relationship to the stabilization of this group in the female work force.

In effecting adaptations for women with household responsibilities, various types of programs must be developed. These include:

a. Part-time or Split Shift Arrangements______Satisfactory programs have been worked out at Pratt Whitney Aircraft in East Hartford, Connecticut, where a full shift is manned by a team of two workers each working four hours a day, six days a week. At the Richmond shipyards in the San Francisco Bay Area, it has proved effective to put a husband and wife on the same shift.

b. Medical Care_______While it is generally recognized that adequate provision must be made for care of industrial accidents and illness, new aspects of this program have been emphasized as increasing numbers of women have gone to work. Pre-employment or pre-placement examinations are necessary so that women will be assigned to jobs that do not require excessive expenditure of energy or body strains which jeopardize future health. Through examinations early cases of pregnancy are detected, and proper job placements can be arranged.

A western aircraft plant, for instance, has a very extensive program for preventive medical care. Two doctors and eleven nurses constitute the medical staff and preventive methods rather than curative programs are stressed. Periodic check-ups are made for employees with suspicious chest conditions, rigid pre-employment examinations are given, a Wasserman test is given yearly to each worker and a physical examination is required upon return to work from illness.

c. Eating Facilities_________Some plants have already recognized that the way in which food is served has a definite effect upon the morale and productivity of workers. This is particularly true among women and some adaptation of menus has been initiated to meet this problem.

Minneapolis - Honeywell designed and decorated the plant cafeteria so that it would be as cheerful and pleasant as possible. Mobile units are used to take food throughout the plant so that hot meals are available for those who do not wish to patronize the cafeteria.

Douglas Aircraft, Los Angeles, has a highly organized industrial feeding program and the mobile canteens and many cafeterias are extensively patronized.

d. Counselling__________Plant management has become increasingly aware that counselling services particularly for women workers assist in resolving personal difficulties connected with adjusting to a work situation, or in satisfactorily solving problems at home which make continuation of employment difficult. Such services also must be available in the community and often it has been found expedient to have personnel counsellors attached to child-care centers.

In Des Moines, Iowa, a counselling service was established by the State Division of Child Welfare in the employment office to advise and assist mothers with their child care problems. The aircraft plants in Southern California have employed large staffs of personnel counsellors who are readily accessible to workers and who have proved of great assistance in keeping women on the job.

e. Child Care__________The provision of adequate facilities and supervision for the care of children during the hours a woman is at work has received wide-spread attention among local community groups and through the press.

In New Orleans, following an Office of Civilian Defense survey which ascertained the number of mothers who would accept employment if child care were provided, a plan was established both for nursery schools and extended school programs under the auspices of the city. It is estimated that at least 300 women accepted jobs as a result of this activity. A similarly successful plan was carried out in Shreveport, Louisiana.

f. Shopping__________Throughout the country individual communities have made many adjustments to enable women war workers to do their necessary shopping without interfering with their jobs. Banks have participated in such programs and some have established a complete banking by mail system. By establishing branch stores on company property or adjacent to the plants workers can make certain types of purchases without the necessity of taking time off. This has proved a successful venture, at Vultee Aircraft, Downey, California.

In four large war plants on Long Island a representative of the plant personnel office accepts lists of wanted articles in accordance with daily advertisements of New York stores. This information is relayed to the department store whose representative then calls at the plant with samples from which the employees may order. Delivery is made directly to the workers at the plant. The shopping service initiated at the Pentagon Building, Washington, D.C., has proved very successful. Purchase orders are given to personal shoppers who in turn arrange by phone for delivery of the desired items from Washington department and specialty stores to the Pentagon Building the following day.

g. Commercial Services__________Fuel and food distribution services, laundry and dry cleaning have become increasingly important and in order to perpetuate these services, assistance has been given by the WMC in recruiting and stabilizing workers in retail trade and service establishments. Minimum standards have been developed in connection with designations of "locally needed" activities as a part of employment stabilization programs. Recruitment drives have been successfully conducted and the local

United States Employment Service office in Washington, D.C., has recently been effective in securing additional workers for commercial laundries. Unless such services are provided, women workers of necessity must take time off to do the family laundry.

6. VOCATIONAL TRAINING FOR WOMEN

In all training courses sponsored and supervised by the War Manpower Commission women are enrolled. In December, 1941, the percentage of women in the training courses was 4 per cent. In May 1943 the percentage had risen to 31 per cent of the total.

Vocational Training for War Production Workers__________During 1942-43, the public schools of all States in war production training programs trained 679,000 women. Women have entered all types of courses offered except heavy electric welding, forging and blacksmithing. The largest number have been in aricraft, machine tool, ship-welding and radio communication.

Pre-employment....374,000 women - 38 per cent of all trainees.

Supplementary.....323,000 women - 24 per cent of all trainees.

Rural War Production Training__________In January 1943, 15.5 per cent of all those enrolled for this program were women. In February the percentage had risen to 19.2; in March it was 22.3 per cent; and in April 29.9 per cent.

In May, 1943, the 49,966 women who were in training constituted 34.2 per cent of the total number of persons enrolled. The largest single group of female trainees - 33,657 women - or 67.4 per cent of all women in active training were attending courses in processing food for farm families.

Other large groups were in the following courses:

Poultry production courses - 5,565 women or 11.3 per cent of the total number of women in training.

Egg production courses - 3,620 women or 7.2 per cent of the total number of women in training.

Vegetable production courses - 2,721 or 5.4 per cent of the total number of women in training.

Engineering, Science Management War Training__________During 1940-41 women constituted only .7 of one per cent of the enrollment of 120,000. (Program was limited to engineering.)

During 1941-42 women constituted 8.7 per cent of the total of 483,503 enrolled. (Chemistry, physics and management added.)

During 1942-43 there developed a critical labor shortage in technically trained personnel and it became necessary to accept all women capable of training. The percentage rose to 21.5 per cent of a total enrollment of 532,682.

Since December 1942 women constitute about 23 per cent of total enrollees and it is believed this will remain fairly constant from now on.

Training Within Industry_________To date Training Within Industry has trained approximately 725,000 workers. Of these at least 75,000 or, probably, 90,000 have been women and have successfully completed their courses. In the Army Supply Forces, where more than 112,000 supervisors of civilian personnel have completed Training Within Industry programs, the percentage of women runs appreciably higher than in most industrial establishments with a larger proportion of women employees and more women supervisors. There, again, the Army has made no distinction as to the male or female in its records of supervisors designated for training.

7. PROGRAMING TO MEET COMMUNITY PROBLEMS

The problems discussed above have been approached particularly with reference to utilization of women. In many respects they are equally pertinent in the utilization of all war workers. There are, however, other problems which influence the productivity of all workers. These include adaptations necessary in order to provide transportation so that workers can get to and from their jobs without excessive expenditure of time and energy, schools so that children of war workers can be accommodated, recreation, housing, and medical care.

In the War Manpower Commission, the responsibility for developing programs and procedures to meet the problems discussed above lies in the Bureau of Manpower Utilization. Analyses are made of all the problems which affect the productivity and efficiency of workers and which, if unmet, result in increased turnover, absences, and withdrawals from the labor force. After a determination is made of the problem, a program is developed to meet these needs. The operation of these programs is usually the function of other federal agencies; the War Manpower Commission works with the appropriate agency in adapting or expanding its program so that the necessary services are provided.

In those fields where the War Manpower Commission has a direct responsibility, policies and procedures are developed for the use of the field staff. It should be emphasized that although the concern of the War Manpower Commission lies primarily in identifying the problem and in directing the appropriate agency to solve it, this agency's responsibility is not discharged until a successful solution is found.

Table I. - Estimated manpower requirements, by sex,
January 1943 to July 1944 1/

(In millions)

Manpower requirements	6 January 1943			July 1943 2/			January 1944 3/			July 1944 3/		
	Total	Male	Female	Total	Male	Female	Total	Male	Female	Total	Male	Female
Total labor force	59.4	44.1	15.3	64.8	47.0	17.8	62.3	45.2	17.1	65.9	47.2	18.7
Armed Forces 4/	7.0	7.0	(5)	9.3	9.2	.1	10.8	10.6	.2	11.3	11.0	.3
Civilian labor force	52.4	37.1	15.3	55.5	37.8	17.7	51.5	34.6	16.9	54.6	36.2	18.4
Unemployed	1.4	.8	.6	1.2	.6	.6	1.0	.6	.4	1.0	.6	.4
Employed	51.0	36.3	14.7	54.3	37.2	17.1	50.5	34.0	16.5	63.6	35.6	18.0
Agriculture	8.7	7.9	.8	12.1	9.8	2.3	8.7	7.9	.8	12.0	9.7	2.3
Nonagricultural emp.	42.3	28.4	13.9	42.2	27.4	14.8	41.8	26.1	15.7	41.6	25.9	15.7
Munitions 6/	9.1	7.3	1.8	9.6	7.3	2.3	11.3	8.0	3.3	11.6	8.0	3.6
Other	33.2	21.1	12.1	32.6	20.1	12.5	30.5	18.1	12.4	30.0	17.9	12.1

Source: January and July 1943 data for civilian labor force, unemployed, employed, agriculture, and nonagriculture from Monthly Report on the Labor Force, Bureau of the Census. January and July 1943 data for munitions and other nonagricultural employment from Bureau of Labor Statistics. Data on Armed Forces from published statements.

1/ All data applied to approximately the 10th of the month, except the Armed Forces figures which relate to the first of the month.

2/ These figures vary from those issued on June 28 because of the substitution of actual July figures for forecasts made at that date.

3/ Estimated.

4/ Net strength. Excludes net attrition due to battle casualties or other causes.

5/ Less than 50,000.

6/ Includes all metal-using industries, metal mining, selected chemicals and rubber industries.

War Manpower Commission
Bureau of Program Requirements, and U.S.
Department of Labor, Bureau of Labor
Statistics

UNITED SERVICE ORGANIZATIONS (U.S.O.) - 1944

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September 21, 1944

Miss Frances M. Meador, Director
USO Travelers Aid Service
254½ Cypress Street
Abilene, Texas

Dear Miss Meador:

I am enclosing those of our publications which I believe will be useful to the group about which you wrote on September 14. We now have in the process of preparation a series of studies which discuss the future outlook for women in particular occupations and I am placing your name on the mailing list to receive copies of these as they are issued.

The Office of Education has also been asked to send you some bibliographies and pamphlets which your group may find helpful.

To keep currently informed along this line on new publications from commercial as well as Government sources, you may wish to consult the Occupational Index and the Vocational Guide, available in most public libraries. They list articles on opportunities for women which appear in women's magazines as well as in technical journals.

Groups such as yours are needed badly to help to co-ordinate information already available and to supplement and adapt it to your local community for the use of other girls and women. The secretary of the Dallas Branch of the National Vocational Guidance Association, Miss Beulah Baker, 3457 Normandy St., Dallas, Texas, may be able to put you in touch with others in your vicinity who are interested in the same problem.

With every good wish for stimulating study and discussion of these problems of mutual concern, I am

Yours sincerely,

Frieda S. Miller, Director

MWZ:pao
Enclosures

USO

UNITED SERVICE ORGANIZATIONS, INC.

USO Travelers Aid Service
254½ Cypress Street
Abilene, Texas

Address Reply To ____________________

WOMEN'S BUREAU.
SEP 18 1944
DEPARTMENT OF LABOR

September 14, 1944

✓ Dr. Greenleaf - Rochester [illegible]
[illegible] Bil. needed
[illegible] Budget Bulletin

Miss Frieda Miller, Chief,
U. S. Womens Bureau,
Department of Labor,
Washington, D. C.

Journals.

My dear Miss Miller:

Will you please send me all material that your department has available on the business outlook for women, with special emphasis on vocations. I would like to have the material as soon as possible for study by a group of professional women who are interested in vocational guidance and opportunities for women.

Sincerely yours,

Frances M. Meador

Frances M. Meador, Director
USO Travelers Aid Service

FM:LM

THE YOUNG MEN'S CHRISTIAN ASSOCIATIONS • THE NATIONAL CATHOLIC COMMUNITY SERVICE • THE SALVATION ARMY • THE YOUNG WOMEN'S CHRISTIAN ASSOCIATIONS • THE JEWISH WELFARE BOARD • THE NATIONAL TRAVELERS AID ASSOCIATION

U S O IS FINANCED BY THE AMERICAN PEOPLE THROUGH THE NATIONAL WAR FUND

UNITED SERVICE ORGANIZATIONS (U.S.O.) - 1945 378

UNITED SERVICE ORGANIZATIONS, INC.

USO

Files Ala

WOMEN'S BUREAU
FEB 17 1945
DEPARTMENT OF LABOR

ADDRESS REPLY TO:

USO Unit (YWCA)
1306 St. Stephens Rd.
Mobile 17, Ala.
February 15, 1945

Miss Frieda S. Miller, Dir.
U. S. Dept. of Labor
Washington 25, D. C.

Dear Miss Miller,

In response to your letter of January 8, we received the 100 pamphlets of "Attack Turnover" and distributed them in the Joint Volunteer Training session - "The Man Behind the Man Behind the Gun". We also received the 10 posters and displayed them. The reason you did not hear further from us regarding the photograph albums was due to our thinking that if we could get photographs showing the various kinds of work done, and type and age of workers at the different war industries here in Mobile, it would be even more pertinent to the volunteers. We found the personnel and public relations offices of the four big war industries here most cooperative and obtained excellent visual material, but we do want to thank you for the idea. We also obtained a copy of "You're a War Worker Now" from the Bell Aircraft Corporation, as you suggested.

Thank you very much, and I am returning the bulletin display with requests for certain copies of pamphlets.

Sincerely yours,

Elizabeth Sherwood

Elizabeth Sherwood
Director

Bul. display
w. requests
returned

Requests sent
to Miss Turner

THE YOUNG MEN'S CHRISTIAN ASSOCIATIONS • THE NATIONAL CATHOLIC COMMUNITY SERVICE • THE SALVATION ARMY
THE YOUNG WOMEN'S CHRISTIAN ASSOCIATIONS • THE JEWISH WELFARE BOARD • THE NATIONAL TRAVELERS AID ASSOCIATION

January 3, 1945

Miss Elizabeth Sherwood, Director
USO Unit
1306 St. Stephens Road
Mobile 17, Alabama

Dear Miss Sherwood:

In response to your letter of December 27, we are pleased to send you 100 copies of our pamphlet, "Attack Turnover," for use in your volunteer training course. Also being sent you under separate cover is a set of ten posters displaying photographs of women engaged in various processes in key war industries.

After some consideration of other materials for you, we believe you might like to have one of our bulletin displays from which those taking the course may order the supplies in which they are most interested. A sample of some of the material appearing on this display is enclosed herewith, and, if you should desire to place copies of these publications in individual envelopes for your volunteers, it would be possible for us to supply some of these for such distribution, depending upon the number required. Also enclosed is a list of our recent and current publications relating to women in war industries which you might like to use in suggesting material that you would like to have.

Sent 1/8/45

It might be of some help for you to use one or more of our photograph albums which we would be glad to lend you; there being no cost involved except the nominal express fees both ways. We have one dealing with the aircraft industry exclusively and one covering women workers in various industries, including shipyards. We will not send these, however, until we receive definite instructions from you to do so.

We should like to call your attention to a publication recently issued by the Bell Aircraft Corporation, Georgia Division, Marietta, Georgia. "You're a War Worker Now!" is the title, and it can be secured by writing to Louise M. Snyder of the Industrial Relations Division. It gives some "do's" and "don'ts" for the "woman behind the man behind the controls."

We shall await word from you before sending the albums or extra copies of publications, but the bulletin display will be sent out within the next couple of days. If you have any further suggestions on ways in which we can be helpful, I hope you will let us know.

Sincerely yours,

MH

Frieda S. Miller, Director

UNITED SERVICE ORGANIZATIONS, INC.
USO

WOMEN'S BUREAU
DEC 30 1944
DEPARTMENT OF LABOR

ADDRESS REPLY TO:

USO Unit
1306 St. Stephens Road
Mobile 17, Alabama
December 27, 1944

Miss Freda Miller
United States Department of Labor
Women's Bureau
Washington, D. C.

Dear Miss Miller:

The USO Units in cooperation with the Red Cross, CDVO and Junior League are sponsoring a joint volunteer training course in Mobile. One of the sessions will be devoted to the war worker on the home front and we were wondering if it would be possible to obtain some of those most interesting catalogues on "Attack Turnover" for further volunteer study.

We would appreciate additional material that you think would help us with our display table in interpreting the part that "the man behind the man behind the gun" is having in this war. Material relating to both men and women particularly in shipbuilding and aircraft industries, written in a simple and interesting manner, would be greatly appreciated.

Any photographic reproductions pertaining to the above would help.

Thanking you and hoping to hear from you before January 13, I remain,

Sincerely yours,

Elizabeth Sherwood

Elizabeth Sherwood,
Director.

es:omc

THE YOUNG MEN'S CHRISTIAN ASSOCIATIONS • THE NATIONAL CATHOLIC COMMUNITY SERVICE • THE NATIONAL JEWISH WELFARE BOARD
THE YOUNG WOMEN'S CHRISTIAN ASSOCIATIONS • THE SALVATION ARMY • THE NATIONAL TRAVELERS AID ASSOCIATION

378

United Service Organizations, inc.
350 FIFTH AVENUE, NEW YORK 1, N. Y. · PHONE: PENNSYLVANIA 6-5400

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September 5, 1945

WOMEN'S BUREAU
SEP 6 1945
DEPARTMENT OF LABOR

War file

Miss Frieda S. Miller
Director, Women's Bureau
U. S. Department of Labor
Washington 25, D. C.

Dear Miss Miller:

Enclosed is the list of USO War Production Operations which I promised to send you. We have listed the community in which the operation is located, the agency responsible for the operation, the classification, that is, whether it is War Production or Military-War Production, the type of facility and what the present status of the operation is. Because we have used so many initials that may not be familiar to you, we have added a legend which we hope explains the meaning of all the letters and combinations of letters.

Will you be good enough to look over the list quite carefully and feel free to ask for additional information about any situation in which you may be interested. Also, if you have information about any community or area in which we are located that would be helpful to us, would you share it with us.

The plan is to close out War Production Operations just as rapidly as we can terminate them in an orderly, constructive way. If possible, we want to have everything in this field of service closed out by the end of February.

I should greatly appreciate your comments or suggestions.

Sincerely yours,

Pearl Case Blough
Mrs. Pearl Case Blough, Director
USO Services in War Production
Communities

PCB:wm

Enclosure

1-2-45

Mrs. Dingfer

from Mrs. Nason

I can add nothing!

JHB Suggest you talk with Mrs. Nygrander again as she discussed this a little with Miss Miller. DHB

Miss Miller has not had time to review this correspondence with either Mrs. Nygrander or me. If you have any additional background on what was wanted here, will you please pass it on to me? I gather it was hoped WB, esp. regionals, would assist in encouraging communities to continue on their own what USO had set up. Miss Pierce is now conferring with me on this from the YWCA angle.

My suggestion for action is:

1) Breakdown list by regions — send each RR info on the localities, sugg. they be serviceable on advice for study & local reorganization of activ.

2) Write Mrs. Blough in appreciation ? with ~~copy of letter to regs~~ & some account of our action

3) Secure further report from her & from regs?

12/17/45

Mrs. Nason

This correspondence is connected with the Regional province of work.

Miss Miller did not have time to discuss what she had in mind when I brought the matter up, as she suggested.

For your disposition. FKr

Mrs Nygrander —

At my request

To letter of Nov.

next conf.

(Oct. early) FSM

said the new

WOMEN'S BUREAU
SEP 6 1945
DEPARTMENT OF LABOR

LEGEND

Member Agencies

National Catholic Community Service	NCCS
National Catholic Community Service-Women's Division	NCCS-WD
National Jewish Welfare Board	NJWB
National Travelers Aid Association	NTAA
The Salvation Army	SA
Young Men's Christian Association	YMCA
Young Women's Christian Association	YWCA

Type of Operation

Club	C
Area Worker	AW
Area Worker - Desk Space	AW-DS
Joint Agency	J
Standard Service (NTAA only)	SS
Standard Service - Desk Space	SS-DS
Troops in Transit Lounge(NTAA only)	TT
War Production	(WP)
Military and War Production	(MWP)

Building Facility

Federal	F
Rental	R
Federal Lease	FL
Rent Free - agency owned	RF-ao
Rent Free - public building	RF-pu
Rent Free - private building	RF-pr
Federal Project Housing Admin.	FPHA
White	(W)
Negro	(N)

✓ = Women's
✓ = area worker under women's management

LIST OF WAR PRODUCTION OPERATIONS
September 1, 1945

	Location	Agencies	Classification	Facility	Present Status
REGION X Plan Book	**Connecticut**				
1	Bridgeport	✓YWCA)	WP	RF-ao	Operations under
1	"	NCCS)JAO	MWP		study
1	Bridgeport Straford Area	✓✓YWCA(AW)	WP	FPHA	Operation under study
2	Groton	YMCA(AW)	WP		Operations continu-
1	"	✓NCCS-WD(AW)	MWP	FPHA	ing on present basis
	Maine				
4	Bath	YMCA)	WP	R	Operations continuing
4	"	✓YWCA)JAO	WP		on present basis
5	Portland	YMCA(AW)	WP		Demonstration Program
5	"	✓YWCA(AW)	WP		Curtailment expected
5	"	YMCA(N)	MWP	R	" "
	Massachusetts				
12	Chicopee Falls	✓YWCA(JA)	MWP	R	Operation continuing on present basis
	New Hampshire				
13	Portsmouth	YMCA)	WP	RF-ao	Operations under study
	"	✓YWCA)JAO	WP	RF-ao	" "
REGION II & III	**Delaware**				
23	Dover	✓YWCA	MWP	R	Operation continuing on present basis
	New Jersey				
28	Dover	✓NCCS-WD)	WP	R	Operations continuing
	"	✓YWCA)JAO	WP		on present basis
30	Bridgeton	✓YWCA(AW) (N)	WP	FPHA	Operation under study
	Pennsylvania				
33	Lock Haven	✓NCCS-WD	WP	R	Operation continuing on present basis
34	Bethlehem	YMCA	WP	FPHA	Termination 110-45
✓35	Delaware County	✓YWCA(AW)	WP		Operation under study
36	Beaver County	✓YWCA(AW)	WP		" "
REGION IV	**Maryland**				
38	Havre de Grace	YMCA(N)	MWP	R	Operation continuing
40	Edgewood	✓NCCS-WD	WP	FPHA	on present basis
40	Middle River	✓NCCS-WD	WP	F	" "
42	Patuxent River	✓YWCA(W)			
		(N)	MWP	FPHA	" "

P.B.	Location	Agencies	Classification	Facility	Present Status
42	Indian Head	✓✓NCCS-WD(AW)	WP	FPHA	Operation continuing on present basis
	North Carolina				
50	Jacksonville	NCCS)			Operations continuing on present basis
		✓NCCS-WD)JAO	MWP	F	
53	Wilmington	YMCA)	WP	R	" "
53	"	✓YWCA)JAO	WP	"	" "
58	Washington	YMCA(N)	MWP	RF-ao	" "
58	"	YMCA(N))	MWP	R	" "
58	"	✓YWCA(N)JAO)			" "
58	"	✓NCCS-WD	MWP	R-ao	" "
58	"	✓YWCA(N)	MWP	RF-ao	" "
	Virginia				
60	Alexandria	YMCA(N)	WP	F	Operations continuing on present basis
60	"	✓YWCA	WP	R	
62	Petersburg	✓YWCA(N)	MWP	R	" "
	"(Hopewell)	XO(N) to Hopewell	MWP	FPHA	" "
64	Newport News	YMCA)	WP	R-ao	" "
	"	✓YWCA)JAO	WP	R	" "
64	"	YMCA(N)	MWP	F	" "
	"	✓YWCA(N)JAO	MWP	F	" "
65	Hampton	YMCA)	WP	RF-pu	" "
65	"	✓YWCA)JAO	WP		" "
68	Ocean View	✓NCCS-WD	MWP	F	" "
69	Portsmouth	YMCA(N)	WP	F	" "
	"	YMCA(N)	WP	R	" "
	"	YMCA	WP	R	" "
	"	✓NCCS-WD	WP	AW-DS	" "
	"	✓YWCA	MWP	R	" "
71	Front Royal	YMCA	WP	R	" "
REGION V	**Michigan**				
78	Buchanan	✓YWCA(N)	WP	FPHA	Operation continuing on present basis
	Ohio				
81	Lincoln Heights - Lockland	✓YWCA(N)	WP	FPHA	" "
82	Osborn	YMCA)	MWP	F	Operations continuing on present basis
	"	✓YWCA)JAO	MWP	F	
	"	✓NCCS-WD)	MWP	F	" "
	Illinois				
83	Rantoul	✓NCCS-WD	MWP	FPHA	Operation continuing on present basis
85	East Alton	✓NCCS-WD	WP	R	Operations continuing on present basis
	"	XO to Venice	WP	FPHA	" "
	"	ZO to Granite City	WP	FPHA	" "
	"	ZO to Madison	WP	FPHA	" "

PB.	Location	Agencies	Classification	Facility	Present Status
88	Wilmington	✓YWCA)	WP	R	Operations continuing
	"	YMCA)JAO	WP		on present basis
	"	✓NCCS-WD)	WP		" "
	Indiana				
91	Charlestown	✓NCCS-WD	WP	F	" "
	"	XO to Pleasant Ridge Project	WP	FPHA	" "
91	Crane	✓NCCS-WD	MWP	FPHA	" "
	"	XO to playground	MWP	FPHA	" "
91	Jeffersonville	✓YWCA	WP	C	" "
	"	"ZO to Clark County	WP		" " "
	"	YMCA(AW)	WP		" "
92	Knox	YMCA	WP	R	" "
	"	ZO to LaPorte	WP	R	" "
92	Walkerton	✓NCCS-WD	WP	R	" "
	"	ZO to Kingsford Hts.	WP	FPHA	" "
	Wisconsin				
96	Baraboo	YMCA	WP	R	" "
96	Prairie Du Sak-Sauk City	✓NCCS-WD	WP	R	" "
REGION VII					
	Alabama				
98	Gadsden	YMCA(N)	WP	R	Curtailment expected
99	Mobile	✓NCCS-WD	MWP	R-ao	Operation under study
	"	✓YWCA(AW)	WP		" "
	"	YMCA(AW)	WP		" "
	"	YMCA(N)	MWP	R	" "
102	West Huntsville	YMCA	WP	RF-ao	Termination 1-46
103	Childersburg	YMCA)	WP	F	Operations continuing
	"	✓YWCA)JAO	WP		on present basis
103	Sheffield Area	YMCA	WP	R	Termination 1-46
	"	ZO to Florence	WP		" "
	"	XO to Florence	WP		" "
103	Talledega	✓YWCA)	WP	F	Termination 12-31-45
	"	YMCA)JAO	WP		" 9-1-45
	"	✓YWCA(N)	MWP	R	" 12-31-45
	Florida				
104	Jacksonville	✓NCCS-WD	MWP	R	Operation under study
107	Miami	✓NCCS-WD	WP	R	Operations continuing
	"	NTAA	MWP	RF-SS	on present basis
108	Panama City	✓NCCS-WD	WP	AW DSF	" "
108	"	YMCA(N)	MWP	R	" "

P.B.	Location	Agencies	Classification	Facility	Present Status
	Georgia				
116	Augusta	✓NCCS-WD	WP	R-ao	Operation continuing on present basis
119	Warner Robins	YMCA)	WP	F	Operations continuing on present basis
		✓NCCS-WD)JAO	WP	F	
	"	✓YWCA)	WP	F	" "
119	Brunswick	✓YWCA)	MWP	R	" "
	"	✓NCCS-WD)JAO	MWP	R	" "
120	Savannah	YMCA(N)	MWP	R	" "
	"	✓YWCA(N)JAO	MWP		" "
	"	YMCA	MWP	R-ao	" "
	"	✓NCCS-WD	MWP	R-ao	" "
	"	YMCA	WP	R	" "
	"	✓YWCA	WP	AW DS	" "
	"	NTAA	MWP	R-SS	" "
	Mississippi				
125	Pascagoula	YMCA	WP	F	Termination 9-30-45
	"	✓YWCA	WP	AW-DS	" "
126	Prairie	✓YWCA	WP	RF-pr	Operation continuing on present basis
	South Carolina				
130	Charleston	NTAA	WP	SS-DS	Operations continuing on present basis
	"	✓YWCA(N)	MWP	F	
	"	YMCA(N)JAO	MWP		" "
	"	NCCS-WD	MWP	R	" "
131	No. Charleston	✓YWCA)	MWP	F	" "
	"	YMCA)JAO	WP		" "
	"	YMCA(N)	MWP	F	" "
132	Beaufort	YMCA	MWP	F	" "
	Tennessee				
138	Knoxville	YMCA(N)	WP	RF-pu	" "
	"	✓YWCA(N)JAO	WP		" "
	"	YMCA(AW)	WP		" "
	"	✓YWCA(AW)	WP		" "
REGION VIII					
	Nebraska				
143	Omaha	✓NCCS-WD	MWP	R	Operation continuing on present basis
143	Sidney	✓NCCS-WD	WP	R	
	"	ZO to Ord. Depot	WP		" "
144	Wahoo	✓NCCS-WD	WP	R	" "
	Arkansas				
147	Bauxite	✓YWCA	WP	FPHA	" "
147	Jacksonville	✓YWCA	WP	FPHA	" "
147	Hot Springs	✓NCCS-WD Zo to Shorewood Hills	WP		" "
150	Camden Area	✓YWCA	WP	AW	" "
150	Pine Bluff	✓YWCA	WP	AW RF-pu	" "

P.B.	Location	Agencies	Classif-ication	Facility	Present Status
	Kansas				
153	Sunflower Village	✓NCCS-WD	WP	FPHA	Operations continuing on present basis
		XO to DeSoto	WP	"	
159	Parsons	✓YWCA	WP	R-ao	Operation continuing on present basis
159	Wichita	✓NCCS-WD	WP	R	Operations continuing on present basis
	"	YMCA)	WP	R	" "
	"	✓YWCA)JAO	WP		" "
	Missouri				
165	Kansas City	✓NCCS-WD	MWP	R-ao	Operation continuing on present basis
167	**Oklahoma**				
167	McAlester	✓NCCS-WD	MWP	R	" "
REGION X	**Louisiana**				
174	Baton Rouge	YMCA)	WP	R	Operations under study
	"	✓NCCS-WD)JAO	WP		" "
175	New Orleans	✓NCCS-WD	WP	R	Operation continuing on present basis
	Texas				
188	Corpus Christi	✓YWCA	WP		Operation continuing on present basis
192	Texarkana	YMCA	WP	R	
193	Hooks	✓NCCS-WD	WP	AW	" "
199	Amarille	✓YWCA	WP	AW	" "
199	Borger	✓YMCA)	WP	R	" "
		✓YWCA)JAO	WP		" "
201	Dumas	✓NCCS-WD	WP	AW	" "
201	Freeport	YMCA)	WP	R	" "
	"	✓YWCA)JAO	WP		" "
202	Orange	YMCA	MWP	F	" "
	"	✓YWCA	WP	FPHA	" "
	"	✓NCCS-WD)JAO	WP	"	" "
202	Texas City	YMCA	WP	R	Termination 9-30-45
204	San Antonio	✓YWCA	MWP	R	Operation continuing on present basis
	Idaho				
211	Mountain Home	✓YWCA	MWP	FL	Operation continuing on present basis
	Utah				
214	Ogden	✓YWCA	MWP	F	Operations continuing on present basis
	"	YMCA)JAO	MWP		
215	Salt Lake City	✓YWCA	MWP	R	Operation continuing on present basis
215	Tooele	✓NCCS-WD	MWP	RF-pr	Operations continuing on present basis
	"	ZO to Dugway	MWP		
REGION XII	**Arizona**				
220	Miami	YMCA	WP	AW	Operation continuing on present basis
220	Phoenix	YMCA	WP	R-ao	Operations continuing on present basis
	"	NTAA	MWP		

P.B.	Location	Agencies	Classification	Facility	Present Status
	California				
227	San Bernardino	✓YWCA	WP	AW	Operation continuing on present basis
232	San Diego	YMCA	WP	R-ao	Operation under study
	"	✓NCCS-WD	WP	R	Operations continuing on present basis
	"	ZO to Mission Hill	WP		" "
	"	✓YWCA	WP	R	" "
235	Bayview Terrace Fairfield	✓NCCS-WD	WP	AW	Operation continuing on present basis
238	Marin City	NTAA	WP	SS	" "
240	Richmond	✓NCCS-WD	WP	F	Operations continuing on present basis
	"	✓NCCS-WD(N)	WP	R	
	"	YMCA	WP	AW	" "
	"	NTAA	MWP	SS	" "
241	Vallejo	YMCA	WP	AW	" "
	"	NTAA	WP	SS	" "
	"	NCCS-WD	WP	F	" "
	"	XO to dormitory facilities	MWP		" "
	"	XO to Housing	WP	FPHA	" "
	"	✓YWCA	WP	AW	" "
243	Bellflower	NCCS-WD	WP	R	Operation continuing on present basis
243	Inglewood	YMCA)	MWP	F	Operations continuing on present basis
	"	✓YWCA)JAO	MWP		
244	Inyokern	SA	MWP	F	Operation continuing on present basis
244	Long Beach	YMCA	WP	R	Operations continuing on present basis
		XO(N)	WP		
245	Los Angeles	YMCA	WP	AW	Operation under study
246	Wilmington	✓YWCA	MWP	R	Operations continuing on present basis
	"	NTAA	MWP	SS	
248	Herlong	YMCA)	WP	R	" "
	"	✓YWCA)JAO	WP		
	Nevada				
249	Hawthorne	✓NCCS-WD	MWP	F	Operation continuing on present basis
250	LosVegas	✓NCCS-WD	MWP	R	Operations continuing on present basis
250	"	ZO to Turner	FPHA	FPHA	
	"	✓NCCS-WD(N)	MWP	RF-pu	" "
	Oregon				
251	Hermiston	✓YWCA	WP	F	Operation continuing on present basis
	Washington				
252	Vancouver	✓NCCS-WD	MWP	R	Operations continuing on present basis
	"	NTAA	MWP	SS	
252	So. Central Washington	✓NCCS-WD	WP	AW	" "
	"	✓YWCA	WP	AW	" "
	"	✓YMCA	WP	AW	" "

P.B.	Location	Agencies	Classif-ication	Facility	Present Status
257	Bremerton	YMCA)	WP	AW	Operations continuing
	"	YMCA(N)JAO	MWP	R	on present basis
	"	✓YWCA(N)	MWP	R	" "
	"	✓YWCA)	WP	R	" "
	"	✓NCCS-WD)JAO	WP		
	"	NTAA	MWP	SS	" "
	"	NTAA(N)	"	"	" "
258	Port Orchard	✓NCCS-WD	WP	FPHA	" "
	"	YMCA(N)	WP	"	" "
259	Renton	✓NCCS-WD	MWP	R	" "
	"	ZO to FPHA	MWP	FPHA	" "

Hold. Miss Miller said when the list is received, we will write her.

Rep

Blau

THE YOUNG MEN'S CHRISTIAN ASSOCIATIONS • THE NATIONAL CATHOLIC COMMUNITY SERVICE • THE NATIONAL JEWISH WELFARE BOARD
THE YOUNG WOMEN'S CHRISTIAN ASSOCIATIONS • THE SALVATION ARMY • THE NATIONAL TRAVELERS AID ASSOCIATION

United Service Organizations, inc.
350 FIFTH AVENUE, NEW YORK 1, N. Y. · PHONE: PENNSYLVANIA 6-5400

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44

August 29, 1945

WOMEN'S BUREAU
AUG 30 1945
DEPARTMENT OF LABOR

Miss Frieda S. Miller
Director, Women's Bureau
U. S. Department of Labor
Washington 25, D. C.

Dear Miss Miller:

You were very kind to take time to see me the Saturday I was in Washington for I know you must have had many things you wanted to do at that particular time. I am very happy to have had an opportunity to meet you and I hope that we will be able to work with you in some of the situations where we are particularly interested.

The list which I agreed to send you has not been completed as yet. We are trying to bring it up-to-date and it will be available within a few days.

Thank you again for being very nice to me and I will look forward to seeing you again within the near future.

Sincerely yours,

Pearl Case Blough
Mrs. Pearl Case Blough, Director
USO Services to Women and Girls

PCB:wm

~~Miller~~ File

378

THE YO[illegible] MEN'S CHRISTIAN ASSOCIATIONS • THE NATIONAL CATHOLIC COMMUNITY SERVICE • THE NATIONAL JEWISH WELFARE BOARD
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August 9, 1945

WOMEN'S BUREAU
AUG 10 1945
DEPARTMENT OF LABOR

Miss Frieda S. Miller
Director, Women's Bureau
U.S. Department of Labor
Washington 25, D. C.

Dear Miss Miller:

So far I have been unfortunate in being able to get an appointment with you when I have been in Washington, which has been a real disappointment to me. I expect to be in Washington at the Mayflower Thursday, Friday, and Saturday of next week and would like very much to see you if you will be in the city and you have free time in which to see me.

May I call your office on Thursday morning to inquire whether or not it will be possible to make an appointment.

Sincerely yours,

Pearl Case Blough

Mrs. Pearl Case Blough, Director
USO Services to Women and Girls

PCB:wm

called 8/18/45
8/15

MEMORANDUM August 20, 1945

By: Miss Miller

Re: Mrs. Pearl Case Blough's call on August 18.

Mrs. Blough told Miss Miller of the activities of the organization in the field of our interest; that they have two years after the end of the war of legal life and that they have already got their plans for reorientation well under way. She will send a copy together with data as to their basic authority as soon as they have come to conclusions about it. There is a common interest because a lot of their work has been with inmigrant war workers, many of them women, and because while there were communities which even during the war were not too cordial about these inmigrants, the situation seems to be deteriorating rapidly. She wants to come in again.

Files
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February 1, 1945.

Mrs. Pearl Case Blough, Director
USO Service to Women and Girls
United Service Organizations, Inc.
350 Fifth Avenue,
New York 1, N. Y.

My dear Mrs. Blough:

Miss Miller asked me to answer your letter which came just as she was leaving town for a few days. She expects to be in the South while you are in Washington and is very sorry that it will not be possible for her to see you during your visit here.

I am sure that she is very disappointed that your meeting has to be postponed again.

Sincerely yours,

Isabel Schafer,
Secretary to Miss Miller.

AL/IS/nb

THE YOUNG MEN'S CHRISTIAN ASSOCIATIONS • THE NATIONAL CATHOLIC COMMUNITY SERVICE • THE NATIONAL JEWISH WELFARE BOARD
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30 January 1945

WOMEN'S BUREAU
JAN 31 1945
DEPARTMENT OF LABOR

Frieda Miller, Director
Women's Bureau
U. S. Department of Labor
Washington 25, D. C.

Dear Miss Miller:

As I wrote you a few days ago, I expect to be in Washington Thursday, Friday and Saturday, February 8th, 9th and 10th, and want very much to have an appointment with you during that period.

I will be busy on Friday afternoon, the 9th, but can make an appointment with you for any time on Thursday, Friday or Saturday mornings.

Will you write me regarding a definite appointment, or shall I call you early on Thursday morning, the 8th, to determine what is convenient for you. I shall very much appreciate having an opportunity to talk with you.

Sincerely yours,

Pearl Case Blough

Mrs. Pearl Case Blough, Director
USO Service to Women and Girls

lgp

USO IS FINANCED BY THE AMERICAN PEOPLE THROUGH THE NATIONAL WAR FUND

— Miss Miller

U. S. DEPARTMENT OF LABOR

WOMEN'S BUREAU

To—		From—	Re Attached Please—
①	~~Anderson.~~		Approve
	Nienburg.		Comment
	Larrabee.		Note
	Benham.		Note and return
	Dern.		Reply
	Erickson.		Draft of reply
	Hyde.		Signature
	Manning.		Would like to discuss
	Mettert.		File
	Pidgeon.		Date
①	~~[illegible]n.~~		Note:
	Smith, F.		
	Spring.		
	Stitt.		
✓	Files.		

GPO 16—26400

② ~~Blood~~

378

AL CATHOLIC COMMUNITY SERVICE • THE NATIONAL JEWISH WELFARE BOARD
HE SALVATION ARMY • THE NATIONAL TRAVELERS AID ASSOCIATION

Service Organizations, inc.

E, NEW YORK 1, N. Y. • PHONE: PENNSYLVANIA 6-5400

'S BUREAU
2 4 1945
NT OF LABOR

23 January 1945

or

Board of Directors
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Warren H. Atherton
Mrs. Alfred R. Bachrach
Chester I. Barnard
Eugene E. Barnett
Mrs. William S. Bowen
Lindsay Bradford
John S. Burke
Very Rev. Msgr. Howard J. Carroll

You were very … range for Miss Blood to attend the meeting of our Committee on Service to Women and Girls, and I want you to know that we appreciate your making the arrangement on such short notice. We were delighted with Miss Blood, and she was very helpful to the Committee in bringing the information we needed to understand more clearly the problems of employed women.

I am sorry that so far I have not had the opportunity to meet
ct to be in Washington early in February,
ossible to have an appointment with you at
ry definitely that we need your help and
on our program for women in war production

obably tell you, for some reason we have not
lications. I would like to be kept on your
therefore enclosing the form which came to

aking it possible for Miss Blood to meet with
rd to meeting you very soon, I am

Sincerely yours,

Pearl Case Blough

Mrs. Pearl Case Blough, Director
USO Service to Women and Girls

AMERICAN PEOPLE THROUGH THE NATIONAL WAR FUND

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* I investigated this situation, found that Mrs. Blough's name was on our mailing list to receive our reports, as above that her name with such notation (in Miss Turner's card file) had been forwarded to the Department of Labor's addressograph set-up (which addresses envelopes for all lists — both of people who get the reports and of those who are sent only mimeographed or other simpler material).

Apparently through a mistake on the part of the addressograph personnel Mrs. Blough's name was put on the wrong list. However, her name was recorded by the addressograph as she received the notice asking if she wanted to continue to receive material.

Miss Turner is getting the addressograph error corrected.

Mary V. Robinson

THE YOUNG MEN'S CHRISTIAN ASSOCIATIONS • THE NATIONAL CATHOLIC COMMUNITY SERVICE • THE NATIONAL JEWISH WELFARE BOARD
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WOMEN'S BUREAU
JAN 24 1945
DEPARTMENT OF LABOR

23 January 1945

Frieda Miller, Director
U. S. Department of Labor
Women's Bureau
Washington 25, D. C.

Dear Miss Miller:

You were very kind to arrange for Miss Blood to attend the meeting of our Committee on Service to Women and Girls, and I want you to know that we appreciate your making the arrangement on such short notice. We were delighted with Miss Blood, and she was very helpful to the Committee in bringing the information we needed to understand more clearly the problems of employed women.

I am sorry that so far I have not had the opportunity to meet you. However, I expect to be in Washington early in February, and hope it will be possible to have an appointment with you at that time. I feel very definitely that we need your help and guidance in carrying on our program for women in war production communities.

*As Miss Blood will probably tell you, for some reason we have not been getting your publications. I would like to be kept on your mailing list, and am therefore enclosing the form which came to us a few days ago.

Thank you again for making it possible for Miss Blood to meet with us, and looking forward to meeting you very soon, I am

Sincerely yours,

Pearl Case Blough

Mrs. Pearl Case Blough, Director
USO Service to Women and Girls

lgp

U.S.O. Files

378

STANDARD FORM No. 14
APPROVED BY THE PRESIDENT
MARCH 10, 1926

TELEGRAM

OFFICIAL BUSINESS—GOVERNMENT RATES

FROM Labor Dept.

BUREAU Women's

CHG. APPROPRIATION Salaries & Expenses

U. S. GOVERNMENT PRINTING OFFICE 10—1733

January 13, 1945

Mrs. Pearl C. Blough
Parkside Hotel
Gramercy Park
New York City

HAVE WIRED MISS KATHRYN BLOOD STAFF MEMBER NOW IN NEW YORK AT MARTINIQUE HOTEL HOPING SHE CAN REMAIN FOR YOUR MEETING TUESDAY. SUGGEST YOU TELEPHONE HER AT HOTEL.

FRIEDA S. MILLER

MVR
AL
IS

STANDARD FORM No. 14
APPROVED BY THE PRESIDENT
MARCH 10, 1926

TELEGRAM

OFFICIAL BUSINESS—GOVERNMENT RATES

FROM Labor Dept.

BUREAU Women's

CHG. APPROPRIATION Salaries & Expenses

U. S. GOVERNMENT PRINTING OFFICE 10—1733

January 13, 1945

Miss Kathryn Blood
Hotel Martinique
New York City

WIRE RECEIVED QUOTE ANXIOUS HAVE YOU OR REPRESENTATIVE SPEAK OUR COMMITTEE ON SERVICE TO WOMEN AND GIRLS TUESDAY JANUARY SIXTEEN THREE PM RE PROBLEMS ADULT EMPLOYED WOMEN SIGNED PEARL C. BLOUGH USO SERVICE TO WOMEN & GIRLS 350 FIFTH AVENUE NEW YORK END QUOTE WOULD LIKE YOU TO TAKE THIS ASSIGNMENT. PLEASE TELEPHONE MRS. BLOUGH AT RESIDENCE PARKSIDE HOTEL WHETHER YOU CAN DO THIS. SENDING MATERIAL.

FRIEDA S. MILLER

MVR
AL
IS

STANDARD FORM No. 14
APPROVED BY THE PRESIDENT
MARCH 10, 1926

TELEGRAM

OFFICIAL BUSINESS—GOVERNMENT RATES

Files

FROM Labor Dept.
BUREAU Women's Sater
CHG. APPROPRIATION Salaries & Expenses

U. S. GOVERNMENT PRINTING OFFICE 10—1723

NIGHT LETTER Jan. 9, 1945

Mrs. Helen B. Sater
197 Oakridge Ave.
Summit, N. J.

WIRE RECEIVED QUOTE ANXIOUS HAVE YOU OR REPRESENTATIVE SPEAK OUR COMMITTEE ON SERVICE TO WOMEN AND GIRLS TUESDAY JANUARY SIXTEEN THREE PM RE PROBLEMS ADULT EMPLOYED WOMEN PLEASE REPLY WU PEARL C BLOUGH USO SERVICE TO WOMEN & GIRLS 350 FIFTH AVE NEW YORK 1 NY END QUOTE HAVE NOT REPLIED WILL YOU ACCEPT OR REGRET AS YOUR CALENDAR AND JUDGMENT DICTATE.

FRIEDA S. MILLER

FM:IS

WESTERN UNION
WESTERN UNION
WESTERN UNION

1322

WU S202 34 7 EXTRA SER

WUX NEWYORK NY JAN 9 1945 324P

FRIEDA MILLER DIR
U S DEPT OF LABOR WOMENS BUREAU

"ANXIOUS HAVE YOU OR REPRESENTATIVE SPEAK OUR COMMITTEE ON SERVICE TO WOMEN AND GIRLS TUESDAY JANUARY SIXTEEN THREE PM RE PROBLEMS ADULT EMPLOYED WOMEN PLEASE REPLY WU PEARL C BLOUGH USO SERVICE TO WOMEN & GIRLS 350 FIFTH AVE NEW YORK 1 NY.

350P

PM 350 1.

U.S. EMPLOYMENT SERVICE

Files

October 20, 1942.

Memorandum:
To: Miss Ward, Assistant Editor, Employment Security Review.
From: Mary Anderson, Director, Women's Bureau, U. S. Department of Labor.

In the Women's Bureau we have found the U. S. Employment Service exceedingly helpful and cooperative all along the lines. Staff members in the Washington headquarters of the Employment Service have made available to us special data on war industries to assist us in our planning of surveys on women and war production, and in our preparation of material for various purposes.

Our investigations in different parts of the country have been greatly facilitated by the pertinent information furnished our field staff by the local offices of the U. S. Employment Service. Thus industrial facts about a community and figures on the numbers of women employed by individual firms have enabled our agents to get a comprehensive picture of the area and to determine the adequate sample of plants to cover.

UPGRADING

11/29/43

Robinson

UPGRADING - Savannah, Ga.

(from - Community Survey - April, '43)

Savannah is an A. F. of L. town. There are numerous AFL unions in Savannah and they have agreements with all of the large industries, and many of the smaller ones. These unions are facing changing conditions, but not all with the same quick comprehension of present needs. Each craft union does not have the same agreement in different plants. Also, the different craft unions differ in their acceptance of women, but they all, some sooner and some later, are beginning to face the necessity of accepting the woman workers. The attitude of the unions that have admitted women is that green workers, whether men or women, should receive the same pay for the same work. The problem is (is connection with union agreements with plants on rates): Will women be allowed to advance, even when they have acquired experience? Probably few women will advance, during the period of the war, to the point where they will be eligible for top rates in a craft, but many will be acquiring experience and doing the same work as many men. To protect women from being kept at the lowest rates of pay, it may be necessary for the unions to create one or more new wage-classifications aside from those of the old apprenticeship system. A few unions are still trying to uphold the old apprenticeship system, with no concessions to present needs. In the old apprenticeship system a man advanced in accordance with the time served, and at the end of a certain period of time was supposed to have mastered his trade and become eligible to maximum pay in his craft. However, the needs of this war-emergency period require the placing of green workers in jobs where they are taught on the job to do one thing only and do not learn the trade. The union has to face the fact that as these workers serve longer periods of time and become really proficient, and as some learn to do much more than one part of a job, there must be a system of advancement. The whole question is especially important to women workers and the Union's attitude toward green workers, mostly women, must be watched.

These comments on upgrading may interest you Ilse

VISIT TO PIONEER PARACHUTE Co. - Manchester, CT. NOV. 1941

War Study File - Visit to Pioneer Parachute
Co. Manchester, Conn. Nov. 21-22,41
Rept. by Julia T. Silverman 1941

REPORT ON VISIT TO PIONEER PARACHUTE COMPANY

MANCHESTER, CONNECTICUT

NOVEMBER 21 and 22, 1941

By - Julia E. Silverman

Purpose

The purpose of the visit was to observe the fundamental sewing machine procedures that are used in the manufacture of parachutes and to determine whether or not any of these manipulative processes might be advantageously incorporated in a training program for power machine operators.

Establishment of Contact

Mr. Hambrook of the United States Office of Education upon returning to the United States from England in July 1941 reported to a group of industrial education teachers at Pennsylvania State College regarding his findings in the study he had made of England's defense training program.

During the discussion in regard to women's share in the United States preparedness program Mr. Urwin Rountree, Chief of Industrial Education in Pennsylvania Department of Public Instruction offered to assist the writer in securing information and an opportunity for observing parachute manufacture.

Mr. Rountree investigated the training courses which were being conducted jointly by the State Trade School and the Pioneer Parachute Company at Manchester, Connecticut and notified me to make request to visit the plant. It was necessary for me to obtain permission from the United States Naval Intelligence Office at Washington D. C., Mr. Morris E. Siegel, Director of Vocational Schools in New York City also, very kindly furnished me with a letter endorsing my mission.

Miss Addie Garretson a teacher of power machine sewing at Junior High School No. 136 in New York City accompanied me on this visit.

Mr. Smith of the Pioneer Parachute escorted us through the entire plant, gave us complete information and described in detail each operation and the government specifications for manufacturing both Army and Navy parachutes.

The Plant

The Pioneer Parachute Company is housed in one of the Cheney Silk Company's buildings which on account of the curtailment in the manufacture of silks for wearing apparel is being utilized for the production of parachutes for the United States Government.

The company is controlled by the Cheney Silk Company, whose silk mills are kept busy manufacturing all the silk and silk cord used in the manufacture of the parachutes.

The plant is equipped with about five hundred machines. Nearly four hundred of these are Singer Co. Lockstitch sewing machines chiefly of the two and four needle variety which are used for the stitching operations on the white silk canopy. Singer Co. Class 97 Lockstitch machine and a number of highly specialized machines are used for stitching the harness and the canvas bags.

Work Ticket

Serial No. __________

PIONEER PARACHUTE COMPANY
MANCHESTER, CONNECTICUT

No. ___________

Contract Data______________

Operation	Operator	Inspector
Corss Seams		

Operation	Operator	Inspector
Main Seams		
Hemming with Tape		
Taping Vent		
Canopy		
Stringing		
Stretching and Marking		
Machine Serving Cords		
Center Sewing of Cords		
Putting in Vent		
Tying to Harness		
Serving Cords at Knots		
Inspection and Packing		

Date Inspected________________

By________________________

Power Machine Operators

About three hundred and fifty women are employed as power machine operators on the parachute canopies. These canopies are made of twenty four tapering bias sections. Each section is made up of four pieces of silk which are joined on the lengthwise grain on a two needle lockstitch machine. The bias sections are joined on a four needle lockstitch machine. This is a very difficult operation and requires a high degree of skill. The taping operations which follow the joining of the sections also require skillful manipulation by the operator in regulating the fullness around the outer edge of the canopy.

The operators are paid on a time-rate basis—37½ cents to 60 cents an hour according to the quality and quantity of the work produced.

Each operation is carefully inspected and as soon as the amount of repairs decrease the operator is recommended for a higher rate of pay.

The normal work week is forty hours. Time and a half is paid for overtime.

These workers are not organized but have a welfare club. The general conditions under which they work appear to be very wholesome.

A spirit of patriotism seemed to invade the entire plant. A number of United States flags were displayed throughout the building—these I was informed were purchased by the employees. Several safety and patriotic posters were also played. One poster put up by the employees read—

AMERICA——

LOVE IT——OR LEAVE IT

Until very recently these workers were given some fundamental initial training on the high speed factory type lockstitch machine at the State Trade School at Manchester. Since this training was discontinued the operators are given specific training at the plant under the guidance of forelady instructresses.

The new workers are sent from the State Employment Service and in some instances present employees bring in relatives and friends whom they agree to sponsor.

The managment is willing to accept beginners between the ages of 21 and 40 who are intelligent and alert but prefer those who have had experience in controlling and threading the high speed factory type lockstitch machine. Experienced operators from other stitching industries are welcome.

Operators with physical handicaps which do not in anyway impede the work progress or create a possible safety hazard are accepted.

No tests are administered and no tryout courses are given to determine skills of new applicants.

At present there is a demand for operators in this parachute plant and non-residents of Connecticut are accepted.

The Parachute

The parachutes manufactured by the Pioneer Parachute Company are of two types.

Navy Department Parachutes weigh 22 pounds bags made in grey

Army Department Parachutes weigh 26 pounds bags made in khaki

The diameter of each parachute is 24 feet and the tensile strength is 450 pounds. Each parachute costs the government $135.00.

Both United States Navy and Army inspectors examine the parachutes.

Conclusions

Parachute manufacture is one of the stitching industries essential to the defense program.

Women are employed as operators in the manufacture of parachutes.

These women operators should receive pre-employment training in the basic techniques of power machine operating at public expense the same as men are receiving in other defense training occupations.

The fundamental techniques in power machine operating are also used in other industries essential to the defense program such as in the manufacture of uniforms, shirts and a number of stitched accessories.

Power machine operating is perhaps one of the few defense program occupations for which women are peculiarly suited.

Power machine operating should be included in the long list of defense training subjects.

VOLUNTARY ORGANIZATIONS

See Also Recreation
United Service Organization

VOLUNTEER SPECIAL SERVICES

THE AMERICAN NATIONAL RED CROSS
WASHINGTON, D. C.

ARC 415
Rev. May, 1938

A General Manual for

VOLUNTEER SPECIAL SERVICES

THE AMERICAN NATIONAL RED CROSS
WASHINGTON, D. C.

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SPECIAL NOTICE

The branch of Volunteer Special Services, heretofore known as the Health Aid Corps, shall in the future be designated as the NURSE'S AIDE CORPS. The individual members of the group shall be referred to as NURSE'S AIDES and not as Health Aids. Wherever the expression Health Aid appears in this publication, please substitute therefor the term NURSE'S AIDE.
May, 1939.

I

"To Furnish Volunteer Aid--"

The Treaty of Geneva, under which the Red Cross functions in time of war and to which the United States adhered in 1882, defines Red Cross service as that of a voluntary agency supplementing official Government service.

The Charter of the American Red Cross specifically states that the duties of the Society are "to furnish volunteer aid to the sick and wounded of armies in time of war," "to act in matters of volunteer relief and in accord with the military and naval authorities as a medium of communication between the people of the United States of America and their Army and Navy," and "to continue and carry on a system of national and international relief in time of peace and to apply the same in mitigating the sufferings caused by pestilence, famine, fire, floods and other great national calamities, and to devise and carry on measures for preventing the same."

Necessity for Volunteer Organization

If this great American voluntary organization is to be prepared for prompt and efficient service in case of national emergency or great disaster, a large number of volunteers must be trained for instant service; also, Chapter officials and committee chairmen must know who and where these volunteers are and the services that they can render.

Experience has shown that men and women trained to give regular and definite volunteer service in our Chapters are the best prepared and the most reliable in times of emergency. Therefore, the training and registration of volunteers becomes an essential and most important duty.

Because of the varied services rendered and the great number of persons coming within the category of Volunteer Services, volunteers are divided into two groups: those who individually render volunteer service, such as Chapter officials and committee members and those who work in special service groups, such as members of Production, Canteen or Motor Corps.

The purpose of this Manual is to classify the workers, define the opportunities for service open to each group and to relate these group activities with obligations of the Red Cross, so that more wide-spread and intelligent use can be made of the assistance which legions of Red Cross volunteers are ready and willing to give for the betterment of their fellowman.

Commenting on volunteer service, the late Colonel Ernest P. Bicknell, Vice Chairman in Charge of Insular and Foreign Operations of the American Red Cross, wrote the Director:

> "Undoubtedly, one of the chief handicaps of volunteer service is usually to be found in its lack of organization. Voluntary service ordinarily takes the form of the readiness of an individual to do something for the Red Cross Chapter from time to time in emergencies, as called upon by the Chapter Executive. As this is irregular and occasional, the volunteer cannot shape and regulate her other personal interests in such a manner as always to be available when called upon by the Chapter. If the Chapter work could be so organized that a clean-cut, systematized program for volunteer activities could be laid down and followed, the volunteer would then be able to arrange her affairs on a permanent basis, allowing for regular and fixed Red Cross service.
>
> "In the past, I think, there has been some failure of sympathy and understanding between the professional and volunteer worker. The professional, with special training and making her work a career, is likely to underestimate the value of the volunteer, whose efforts are regarded as those of a dilettante and as directed rather by impulse than by intelligent sympathy. The volunteer, on the other hand, is perhaps too likely to feel that, since she is giving her service without payment and at a sacrifice to her own interest, she occupies a somewhat higher plane than the paid worker. Both these points of view are wrong, and can only result in a lack of essential cooperation. The work which you are doing ought to be immensely valuable in breaking down these false barriers to the effective working together of both professional and volunteer services."

This Manual deals with that group of organized Volunteer Services designated by the Central Committee as "Volunteer Special Services," but for convenience they are referred to herein as Volunteer Services.

II

Organization of Volunteer Services

Purpose: The purpose of this service is to maintain in every Chapter a group of volunteer workers trained by year-round work for prompt and efficient service in emergency and for carrying on current activities.

Reasons for Enrollment: In case of emergencies requiring volunteer service, the Chapter should rely mainly upon the enrolled members of the Volunteer Services for the reason that their organization, their training for specific obligations and their definite periods of service make them dependable, experienced and helpful.

Unenrolled Volunteers: Persons who do not care to enroll in the Volunteer Services but who desire occasionally to give of their time to Chapter work, should always be cordially welcomed to do so.

Roll Call and Disaster: Persons who enroll in the Volunteer Services should understand that, while they enlist for a specific duty, all Red Cross workers, paid or volunteer, are expected to assist in other lines of work in time of emergency, or at the annual Roll Call. It is customary to inform all the people engaged in Red Cross activities that in times of disaster they are expected to report to the Chapter their availability for service in whatever capacity they may be needed.

In case members of the Volunteer Services give time to Roll Call work, they may receive credit for not more than three hours of the minimum annual requirement pledged to their respective corps. All additional time these members give to Roll Call is credited to "Roll Call hours."

Administrative Officers: Only such officers as are in a position to command all of the organized Volunteer Services should be counted under Administration. This would include Chairman and Vice Chairmen of Chapters and Branches, Chairman and Vice Chairmen of Volunteer Service of Chapters and Branches. All of the administrative personnel should be interested in the development of Volunteer Services in the Chapter.

A complete discussion of the selection, duties, etc., of the Chairman and Vice Chairmen of Volunteer Service will be found beginning on page 12.

III

Recruiting Workers

Enrolling Groups: Volunteers should be representative of all the people within the Chapter jurisdiction. People work best and get the most enjoyment from such work when associated with their own friends in a common cause. It is of the utmost importance to hold the interest and enthusiasm of the various volunteer groups functioning in a Chapter, so that they in turn may bring to the attention of others of the community the possibilities for service which the Chapter affords. In this way naturally membership in the service expands.

To this end also, a Chapter should request permission for its representatives to address clubs, church societies and other organizations, when the Red Cross work should be outlined and the opportunity presented to individuals or groups to enroll for a definite service. Make a list of the clubs, classes or other groups that exist in the community, and arrange through a key person in each group for an opportunity to discuss some particular phase of Red Cross work at a regular meeting of the group.

The executive secretary, or any one person in the Chapter should do but a small portion of the speaking. It is preferable to have a number of people speak on the various types of Red Cross work. Headquarters will be glad to furnish the material for speakers. The talks will, of course, be selected so that the work described will be that which it is believed the particular group would find most interesting. For instance, groups of young people should be told about the Staff Assistance course. Whatever the appeal, the program should be presented in such a way as to show that additional work could be done in the Chapter if more people would volunteer their services. People should be asked to signify, at the time the talk is given, their willingness to enlist for service. Blanks should then be distributed and persons asked to fill them out and return them to the Chapter office.

Word of Mouth Publicity: Frequently active volunteers can secure recruits for the Services. These new volunteers are often valuable additions to the Chapter staff. All workers, therefore, should be encouraged to foster a genuine understanding of the Red Cross among their friends.

Men Volunteers: Chapters should be delighted to receive the assistance of men volunteers. They should be asked to take training and to follow the general regulations for Volunteer Services for women, although of course, no uniform is provided for them. Men volunteers prove particularly helpful in Home Service, Braille (especially bookbinding), Motor and Staff Assistance Corps work, while some have been interested in making surgical dressings and even in knitting, especially when machines are used.

Definite Plans for Workers: It is necessary to follow up the interest volunteer workers manifest at the time they are recruited, enrolled and trained, with definite plans for service.

Regulations for Enrollment

Membership: Membership in the American Red Cross is required for enrollment in the Volunteer Services.

Annual Service: An enrolled volunteer shall agree to give annually a minimum of 18 hours of service.

Employed Persons: Provided a member who is occupied during the day in some regular paid employment desires to enroll, such member shall agree to give 12 hours of service to some one branch of the Service.

Special Minimums: The 18 and 12 hour minimums are provided, because in certain rural areas and small Chapters or Branches these hours would be sufficient for really worthwhile service. However, large Chapters may request a greater number of hours as a requirement in order to ensure maintenance of the highest possible standards. This is particularly true when the volunteer is associated with other institutions. A Health Aid, Hospital and Recreation or Home Service volunteer would probably be of little use to a clinic or social service agency unless she gave a longer period of time.

Special requirements of hours of service have been made for the Hospital and Recreation Corps. *(See ARC 415-A for special requirements for this Service in Government hospitals; N.H.-632 for civilian hospitals.)*

Red Cross Employees: Red Cross employees who desire to enroll should do so in a corps which does not correspond to their regular assignment.

Years of Service: A member if she desires, may retire after four years of service and retain her Volunteer Service pin provided she works the required number of hours of service during each year. Such procedure places the member on the reserve list, with the understanding that her services will be available in case of emergency.

Reserve Members: Reserve members may however, at any time, give such services to Chapter duties as they may desire; but it shall not be necessary for them to render the definite period of service required of them formerly.

Cancelling of Enrollment: Should a member by the end of the year have failed to give the required amount of time to the specific service corps in which she is enrolled, the pin shall be recalled and the enrollment cancelled. A member may re-enroll provided adequate reasons are given for non-fulfillment of the agreement, such as prolonged illness or absence. If the pin is in good condition when recalled, the Chapter will refund 75 cents —the purchase price.

Change of Residence: Should a member permanently leave the jurisdiction of one Chapter and desire to continue in the same corps with another, the Chapter in which the member is enrolled shall notify Headquarters of this change giving the number of the member's pin. The Chapter shall also notify the Chapter to which the member is transferred, reporting the number of hours already given by the member.

Enrollment in One Corps: A member of the Volunteer Services shall enroll in one corps only, but she is at liberty to give additional service to any other corps. This additional service—with the exception of the [illegible] 3 hours of Roll Call duty—shall not be accepted as part of the regular period of service required for the corps in which the member is enrolled. (See Roll Call and Disaster, page 7.)

A record may be made upon the enrollment card stating what other services the member is capable of rendering, so that in case of special emergency such services, if needed, may be utilized, provided however that her regular corps does not require her assistance.

World War Volunteers: When there is not sufficient Canteen or Motor Corps activity in a Chapter to provide the required 18 hours of service, persons who were enrolled in the Canteen or Motor Corps during the war may re-enroll in these corps and wear the service pins of their respective corps, giving their required hours to some other corps. This regulation is to apply to war volunteers only.

Record of Enrollment: A record shall be kept by the Chapter of members enrolled in the Volunteer Services. This record shall provide for the registration of the member's name, residence and office address, telephone number of each, the corps in which the member is enrolled, number of service pin. Under remarks the type of service the member can most efficiently render should be noted, also additional information as to the other types of Volunteer Services the member can undertake. The reverse side of the record should show hours of service given during the year.

Printed regulation enrollment cards for each of the Volunteer Services may be obtained free, in the quantity desired, from Headquarters. These cards are of different colors, corresponding in each instance to the corps they represent. The obverse of each card contains a space for the registration as given above, and on the reverse of the card a form for a record of time is provided.

Depository of Enrollment Cards: If the various corps come to Chapter headquarters to work, enrollement cards should be kept in the Chapter office. If a corps, however, is working at its own headquarters—for example a sewing room—and merely comes to the Chapter office to obtain and return work, the record cards should be kept where the corps is working, with a duplicate set at the Chapter office. The latter set should be checked with the original set at regular intervals. Each corps should be responsible for designating a member to act as secretary, whose duty it will be to procure enrollment cards and enter the records thereon.

IV

The Corps of Volunteer Services

As the organization is set up today, the various corps of Volunteer Services are grouped under nine general heads. These are Administration, Staff Assistance Corps, Production Corps, Braille Corps, Canteen Corps, Motor Corps, Health Aid Corps, Home Service Corps, and Hospital and Recreation Corps, including "Gray Ladies."

Administration

CHAIRMAN OF VOLUNTEER SERVICE

It is most important that a Chairman of Volunteer Service be appointed in each Chapter. A Chapter Chairman may act temporarily as Chairman of Volunteer Service but this office should never remain unfilled for any appreciable time. Furthermore, the Chapter Chairman, especially if a man, will not have the time or the opportunity to contact and interest women in the various corps of Volunteer Services with a view to enrolling them.

Qualifications: The Chairman of Volunteer Service should be a person of considerable leisure who is willing to devote much time to the development and extension of the various services. She should be a representative type of woman with a thorough knowledge of the Red Cross. She should possess a pleasing personality, organization ability, and should be one who can work well with all types of people.

Appointment: The Chairman of Volunteer Service should be appointed by the Chapter Chairman, with the approval of the Executive Committee. A Vice Chairman should also be appointed to assist the Chairman and to act for her in case of absence or disability.

Responsibility and Duty: The Chairman of Volunteer Service is responsible to the Chapter Chairman and Executive Committee for the special volunteer work in the Chapter. It is her duty to organize, supervise and coordinate the various corps of Volunteer Services. She should study local emergency needs to see how this service of the Chapter can be of most value in the community. She should also see that the Red Cross training courses for volunteers and the opportunities for service through the Chapter are made known to local clubs and other groups. It should be her special responsibility to see that Form 19 is properly filled out and sent to Headquarters. (See page 41.)

Corps Chairman: Each corps of Volunteer Services should have its own chairman and vice chairman. The appointment of these chairmen and vice chairmen should be recommended by the Chairman of Volunteer Service to the Chapter Chairman and approved by the Executive Committee. The qualifications of these respective chairmen should be similar to those of the Chairman of Volunteer Service.

The chairmen of the respective corps are under the supervision of and are responsible to the Chairman of Volunteer Service. (When Chapters prefer to call the officers of the respective corps "captain", "commandant", or "lieutenant," these titles may be used instead of "chairman" and "vice chairman.")

Once the work of each corps is inaugurated it becomes the special responsibility of its own chairman. Each corps should be organized so as to be responsible for the activities coming within its field of work and enrolling its own workers. It should be able to carry on all details, such as planning work; recording hours of workers; providing substitutes, etc.

Enrollment of Chairmen: All corps chairmen must be enrolled in the particular corps of which they are chairman and not under Administration. They may be especially designated by wearing a bar pin, marked "Chairman," under the pin of their corps. (See page 35.) There is a pin also for the "Vice Chairman."

It is advisable that all chairmen be appointed annually, so that if inefficient they may be replaced and capable chairmen may be appointed.

PLANNING A PROGRAM

In planning the development of a Chapter program, it is well to keep the following order in mind: activities to be undertaken; recruiting of workers; training of workers; assigning of workers; supervising of workers.

In undertaking the development of Volunteer Services in a Chapter, it should be remembered that the first obligation of a Chapter is to the service and ex-service men. Its next obligation is preparation for disaster. Much of the volunteer work can be done directly for service and ex-service men. To be ready for disaster work, volunteers must have experience as well as training. Experience may be gained through peacetime activities of the Chapter. They may also be assigned for work with such organizations as are approved by the Chapter provided these organizations understand that these volunteers will receive practical experience that fits them for Chapter emergency service.

Auxiliaries: When a group or club has signified its willingness to undertake some Red Cross activity, the group should become a Red Cross auxiliary which in no way, of course, affects its original status.

Staff Assistance Corps

Members: It is suggested that, as far as possible, young women from the Junior League, members of graduating classes from colleges, high schools and private schools be recruited for this service so that they may obtain a thorough and general knowledge of Red Cross aims and obligations and that they may become sufficiently interested to offer their services to the local Chapter.

Organization: In Chapters where a large amount of office assistance is required, a member of executive ability should be appointed as chairman of this corps, and as many members as the Chapter can utilize in this form of service should be obtained.

Qualifications: Members of the Staff Assistance Corps should either have taken the course or familiarized themselves with the origin and purposes of the Red Cross, its organization and its various activities.

Typing, filing, card cataloguing and simple bookkeeping are valuable office services the Staff Assistants can render.

Course: A course of training is provided for this corps. The Staff Assistance Manual (ARC 416) lists twenty-two lessons which may be given separately—or two may be given in a lecture period of approximately two hours—and it also suggests practical work and reading. While this course is not obligatory for those desiring to give office assistance it is highly recommended. Upon completion of the course and a satisfactory examination, the uniform may be worn.

Certificates: To receive a certificate as a graduate of the full course, members may not be absent from more than four lessons. Lectures which have been missed must be read before the volunteer receives her certificate.

Duties: Although members of all corps assist at Roll Call time, members of the Staff Assistance Corps will be found particularly useful. Other services they may render include volunteer aid in organizing and carrying on Junior Red Cross activities, record keeping for public health nurses, for First Aid and Life Saving, Home Hygiene and Care of the Sick courses, and many other duties not specifically included in the other regular branches of Volunteer Services.

Where there is no library service in a hospital maintained by any other group, this may be a service undertaken by Staff Assistants. Further suggestions may be obtained from Headquarters.

Short Course: Whenever possible the full course should be given, but a shorter one of four lessons may be given. The lessons of the short course which must be included are:

1. Red Cross origin, history and national organization
2. Chapter organization
3. Volunteer Services of the Chapter
4. Subjects most appropriate to the Chapter.

In all cases, the activities of the Chapter should be included either in the lesson on Chapter organization or in a separate one.

The Staff Assistance Manual (ARC 416) outlines the course, and a set of the lectures in mimeographed loose-leaf form (N.H. 212) is provided and may be obtained from Headquarters by Chapters desiring to form classes.

ACTIVITIES

Home Service: Assist at information desk, in office work, typing, filing card catalogues.

Collect books and magazines for civilian hospitals.

Receive applicants, referring them to the proper worker in the office.

Disaster Relief: Keep records, card catalogues, files, etc.

Assist in taking telephone calls and answering inquiries.

Assist with registration of families at headquarters and emergency stations.

Chapter Headquarters: Filing, typing, bookkeeping, addressing notices, and keeping card catalogues.

Translate letters into or from foreign languages.

Act as interpreters, when needed.

Publicity: Assist in preparing newspaper and radio publicity; address Chapter meetings and other organizations on the Red Cross.

Roll Call: Organize, or assist in organization plans; obtain members; keep records.

First Aid, Life Saving, Nursing Activities: Assist in organizing classes in First Aid, Life Saving and Home Hygiene and Care of the Sick, and keep records of classes.

Assist in clerical work and record keeping.

Assist the public health nurse in record keeping and the preparation of reports and graphs.

Assist in keeping lists of supplies and files of literature.

Help in receiving telephone calls and inquiries; in typing letters.

Junior Red Cross: Assist Chapter officers (Junior chairman, executive secretary) in enrolling schools in the Junior Red Cross and in following up schools whose enrollments are about to expire.

Emergency First Aid on the Highways, Home and Farm Accident Prevention and Other Special Activities: Organize committees.

Send out notices; keep newspaper file; obtain and tabulate statistics.

Assist in publicity work, arrange exhibits.

Assist in clerical work in clinics, or other welfare organizations.

Production Corps

Organization: Production should always be included as a permanent Chapter activity. Many services in the Chapter, as well as other local organizations, may be helped by this service.

If a large amount of production is carried on by the Chapter, vice chairmen should be placed in charge of each corps activity, such as emergency closet, Christmas bags or surgical dressings.

Recruits for this service may be obtained from former volunteer workers, church sewing societies, women's clubs, or civic groups.

Hospital Comfort Articles: Several Government departments have approved certain knitted garments and other comfort articles which may be provided by the Red Cross for hospital patients. Headquarters will furnish the approved list upon request.

Foreign Relief: Insular and Foreign Operations require garments from time to time, in case of emergency in our insular possessions.

Emergency Closet: An emergency closet should be kept up to its full quota with hospital, refugee and other emergency garments and linen, as well as loan equipment. (*See* Abridged Garment Manual, ARC 400 D.)

Conservation and Thrift: To conserve the Chapter's funds, used clothing, always properly disinfected, should as far as possible be reclaimed for the emergency closet and other needs. Further information concerning this subject may be found in the Abridged Garment Manual (ARC 400 D).

Surgical Dressings: Surgical dressings should be provided for the emergency closet, for the equipment of classes in Home Hygiene and Care of the Sick, and First Aid, and if the Chapter has a public health nurse, for her work. Surgical dressings may be made for visiting nurses' associations, local hospitals and similar institutions, provided the material is furnished by these institutions. In cases of specific emergencies the material may be purchased from Chapter funds. Surgical Dressings (ARC 401) contains instructions for making surgical dressings.

Christmas Bags: Instructions for making these bags and for their contents will be found in Abridged Garment Manual (ARC 400 D). The men of the Army, Navy and Marine Corps who are ill in hospitals abroad or stationed at remote posts receive them at Christmas time.

Sewing Classes: Chapters may arrange for courses in sewing, and recommend that those who successfully complete the course receive certificates. The National Organization does not supply a special course, as good books of instruction may be obtained from pattern companies and other sources.

Roll Call: Production Corps may provide material for window exhibits. The members of this Corps may be particularly useful in making Roll Call flags, as any Chapter can use a large number of these. The flags must be made strictly according to directions given in Abridged Garment Manual (ARC 400 D), or Directions for Making Red Cross Flags (N.H. 558).

ACTIVITIES

War Service: Provide officially approved garments and articles for hospitals of the Army, Navy, Veterans Administration, U. S. Public Health Service and St. Elizabeth's Hospital, Washington, D. C. (Department of Interior).

Home Service: Provide garments and other supplies for distribution by Home Service secretary.

Disaster Relief: Provide supplies for the emergency closet; make additional surgical dressings, hospital supplies, clothing and layettes.

Collect, sort, condition, label and distribute donated clothing. It is especially requested that Chapters, away from the scene of disaster, not only collect donated clothing but carefully sort, condition and label it before shipping to scene of disaster.

Chapters should communicate with Headquarters for further instructions before making shipments.

Chapter Headquarters: Maintain and replenish emergency closets.

Provide exhibits and flags.

Nursings Activities, First Aid and Life Saving: Keep emergency closet equipped and replenished.

Provide certain equipment for classes.

Local Organizations: Make garments, surgical dressings, etc., for local hospitals, clinics, visiting nurses, when material is provided.

Do mending for local hospitals.

Junior Red Cross: Make samples of and patterns for the production of garments, layettes, toys and scrap-books, to be used by school supervisors in connection with classroom instruction when classes are engaged in Red Cross production work.

Braille Corps

The National Organization maintains a staff for the general conduct of the Braille work, including the teaching of Braille by correspondence to sighted persons who wish to volunteer their services to transcribe books for libraries and schools for the blind.

Braille Transcribing: Owing to the great expense of producing Braille by machinery, there are in America only a limited number of press-made books in revised Braille. This supply of reading matter falls far short of the demand and is being supplemented by hand-copied books transcribed by qualified Red Cross Braillists.

The Braille books are placed in libraries for the blind, where they are available to the blind ex-service man and others. Because of the bulk and cost of Braille books there are few private collections.

The "Talking Book", while very useful, does not eliminate the need for the regular Braille book. This is especially true of student work.

Duplicating: There is a method by which a page of hand-copied Braille may be converted into a paper plate from which many impressions can be taken. This is known as the "Garin Process", from the name of its originator, M. Maurice Garin, a Frenchman. Through the efforts of the American Red Cross assisted by workers for the blind and others, this French process has been modified and adapted to American apparatus. The dots produced, while not so high as those made by the more expensive process of printing from metal plates, are yet perfectly readable. By this method books are duplicated and furnished to libraries and individuals at a small charge per volume, which represents the cost of material only. As many as 30 copies have been printed from a single plate with good results. No transcriber may write for duplication unless his or her Braille is so accurate as to require little or no correction. By the duplicating process it is hoped to give libraries at small cost books which would not otherwise be embossed.

Bookbinding: While large libraries are able to bind manuscripts presented to them, there are many smaller libraries and institutions for which such work is prohibitive because of expense. The binding of Braille manuscript by volunteers enhances the value of hand-copied books and enables them to go into circulation much more quickly. Volunteers, other than Braillists, may often be obtained for this work. Bookbinding may be undertaken wherever there is a group of persons interested, provided the Chapter agrees to bear the expense for necessary equipment. Special training is needed for bookbinding, which can usually be obtained in some local bindery, or in a Chapter already experienced in this activity.

A Chapter interested in doing Braille work should procure the following publications from Headquarters: Writing for the Blind (ARC 419), Plan of Operation for Chapters Engaged in Braille Transcribing (N.H. 230), and the Annual Report of Braille Transcribing.

ACTIVITIES

Chapter Headquarters: Transcribe books for libraries and schools for the blind and for individual students in high school or college. (This may also be done at home.)

Bind books in Chapter bindery.

Shellac Braille manuscript.

Prepare matrices and operate press to print Braille books in multiple copies.

Teach the blind to read, where no professional home teachers are available.

Read to groups of blind persons.

Junior Red Cross: Cooperate with the Junior Red Cross in special projects undertaken from time to time, such as supplying, at cost of material used, Braille stories and greeting cards. The Juniors make covers for these books and cards in their art or manual training classes, and give them to children in schools for the blind.

Transcribe children's letters into Braille to accompany gifts.

If requested, teach Braille to a selected group of high school students.

Local Organizations: Work in libraries for the blind.

Assist home teachers.

Act as guides for the blind.

Read to students.

Canteen Corps

Organization: The Canteen Corps, where a great amount of work is carried on, should have a vice chairman in addition to the chairman.

Recruits for this corps may be obtained from various church groups or women's organizations, stressing the desirability of obtaining members who understand the proper preparation of food.

Disaster Relief: It is important for this group to have a competent organization, with efficient officers understanding the necessary methods, amounts and equipment for mass feeding in case of disasters.

Epidemics: During epidemics or at any other time when canteen workers are assigned to hospitals, they aid as the hospital authorities may decide. In epidemics very important service may also be rendered in central kitchens in connection with the distribution of food to the patients.

School Lunches: The preparation and serving of hot school lunches, or the serving of milk, are other ways in which the Canteen Corps workers may serve and keep themselves in readiness to function in war or disaster.

Canning: Putting up preserves and fruit juices, to be used for local or near-by hospitals or for the work of a visiting nurse, may be included in this service. Each jar should be labeled as having been prepared by the Canteen Corps of the Chapter.

The Canteen Manual (ARC 722), containing suggestions for refreshments for disabled men, the feeding of refugees, recipes for food for invalids and preserving for hospitals, may be obtained from Headquarters. It also contains information as to the amount of food required for units of one hundred which will prove valuable for service in disasters, or war canteen work.

Training: Members of the Canteen Corps should avail themselves of courses in food and nutrition, including large quantity feeding, which may be given by Chapter nutritionist or other authorized home economists cooperating with the Chapter.

Home Gardening and Food Preservation: Members of the Canteen Corps should take the Home Gardening and Food Preservation Course. (*See* ARC 423.) This training will enable them to instruct the owners of gardens how to cultivate these to better advantage, as well as how to preserve their products. This should be done by actual demonstrations at the homes. In some cases this instruction is being supplied by other agencies; but in many communities families will be found who are in need of such instruction but are not aware that it is possible to obtain it. This knowledge will also enable volunteers to give valuable assistance after disasters, such as floods, in which home gardens are destroyed.

More detailed information on this course and its organization will be found in the Red Cross Garden and Food Conservation Course (ARC 422).

ACTIVITIES

Home Service: Provide delicacies for hospitalized patients, upon the request of the Red Cross field director.

Provide canteen service for hospital recreational events sponsored by the Red Cross.

Give instruction in home gardening and food preservation to Home Service families.

Disaster Relief: Assist in the preparation and distribution of food in canteens for disaster sufferers and workers; advise and assist in starting gardens after disasters.

Chapter Headquarters: Assist at Chapter meetings, conferences and in entertainments for Chapter benefit.

Nursing Activities, Nutrition, First Aid and Life Saving: Provide meals for doctors and nurses in cases of epidemic, for workers at first aid stations in disasters, or at parades and other gatherings.

When desired by Chapter authorities, provide and distribute proper foods to the sick, under the direction of a doctor, dietitian, nutritionist or public health nurse.

Generally assist nutrition workers.

Local Organizations: Engage in preserving or canning fruits and vegetables for local or near-by hospitals and similar institutions.

Initiate and supervise kitchen gardens.

Assist home economists serving the Chapter in the organization of classes, the recruiting of students and in follow-up work.

Motor Corps

In many Chapters there is a continuous need for a Motor Corps, and in all Chapters there are times when the service will be of the greatest assistance.

Organization: Where there is a large and active Motor Corps, it may be desirable to have one or more vice chairmen or lieutenants to assist the chairman or captain of the corps.

Recruits for this corps may be obtained from women's clubs, the Junior League, automobile associations and from others who drive their own cars.

Duties: The Motor Corps renders service for regular Chapter activities, including the collection of garments and materials, transportation of supplies and Chapter workers, outings for convalescent patients in Government hospitals, and such other official transportation as is required for Chapter work.

The Motor Corps may transport instructors and equipment for classes; public health nurses and their supplies; and children and other patients to hospitals, doctors' offices or clinics, or take chronic invalids on outings for pleasure and recreation.

In disasters the corps can provide and recruit ambulances and other transportation for sufferers, physicians, nurses, workers and supplies.

The Motor Corps may render service through the Chapter to such other organizations as the Executive Committee may approve. It may also serve at parades and other public gatherings.

Knowledge of first aid, stretcher drill and simple motor repairing is very desirable for the efficiency of this service.

The Motor Corps Manual (ARC 417), gives detailed information concerning the organization of a Motor Corps.

Among other qualifications for enrollment, it is required that members' cars shall be adequately covered by public liability and property damage insurance in which both the owner and the American Red Cross are named as the assured. Naming the American Red Cross also as an assured party will not involve an extra premium charge to the member and is necessary because of the possibility the American Red Cross might be made party defendant in accident cases involving automobiles of Motor Corps members.

ACTIVITIES

Home Service: Provide outings for hospitalized service and ex-service men and women, and such official transportation as may be desired.

Provide transportation for Home Service workers.

Provide transportation for Home Service clients.

Disaster Relief: Provide ambulance service for disaster sufferers, and motor transportation for relief workers and supplies.

Chapter Headquarters: Collect and distribute materials and garments.

Provide routine transportation for Chapter activities.

Provide transportation for workers and material during Roll Call and other campaigns.

May provide rides for convalescents and chronic invalids at the discretion of its officers.

Nursing Activities, First Aid and Life Saving: Provide transportation for nurses, First Aid and Life Saving staff members in case of epidemics and disasters.

Assist in transportation of instructors and equipment.

Transport public health nurses and supplies.

Transport children and other patients to hospitals, clinics and doctors' offices.

Local Organizations: Provide transportation for local philanthropic organizations approved by the Chapter Executive Committee.

Junior Red Cross: Transport children detailed for special Red Cross service; transport supplies for Junior Red Cross activities.

Health Aid Corps

The services of the Health Aids are concerned with the physical condition of patients.

Organization: Only such Chapters as have a committee on nursing activities and are prepared to give the required course may organize a Health Aid Corps. *Application for the organization of such a corps must be made to the Director of Volunteer Service at Headquarters.* (*See* ARC 420.)

The chairman of the Health Aid Corps must contact the authorities of the hospital or other organization with which the Health Aids wish to work, to find out if they are desired, and to explain the nature of their volunteer services. She must from time to time obtain confidential reports on the Health Aids, and how their duties are fulfilled.

Health Aid services must always be carried on under the direction of graduate registered nurses. The assignment to duty of Health Aids should be made by the director or superintendent of nurses of the hospital or other organization in which the Aids are rendering service.

Training: The course in Home Hygiene and Care of the Sick is obligatory, and should include a special lecture on Health Aid Corps activities. A probationary period of not less than 24 hours is required. Supplementary courses in First Aid, Life Saving, or care of mental cases are recommended.

The use of the prescribed uniform is compulsory. No remuneration is permitted.

ACTIVITIES

Home Service: Assist Home Service workers by accompanying patients to clinics, hospitals, doctors' offices.

Disaster Relief: Assist doctors and nurses.

Local Organizations: Assist local health or similar organizations approved by committee on nursing activities.

Nursing Activities: Assist instructors conducting classes in Home Hygiene and Care of the Sick.

Assist local committee on Red Cross Nursing Service in case of epidemics.

Assist in organizing classes for instruction in Home Hygiene and Care of the Sick.

Assist public health nurse in weighing and measuring children; visit homes of children attending clinics to deliver nurse's instructions.

Assist Chapter nurse by preparing linen and surgical dressings for sterilization.

Junior Red Cross: Give health talks to children; judge health exhibits and contests.

Service in Hospital Wards: Admit new patients; take temperature, pulse and respiration; feed sick; help make empty beds; assemble material for baths; help with baths or give baths when necessary in minor cases of illness; prepare patients for meals; carry trays; serve water to patients; assist in keeping such notes and records as nurse designates; prepare examining tables and beds; help with inventories; label laboratory specimens; count linen; answer telephone; and assist in keeping ward or room neat.

Service in Hospital Nursery: General care of well infants; wash nursing bottles, and assist with clean and soiled linen.

Service in Dispensaries or Clinics: Assist in registration of patients; in care and filing of charts; in taking histories or doctor's notes; weigh and measure infants; dress and undress children; help in removing casts in orthopedic clinics; measure patients for crutches; help apply slings; prepare patients for examinations; take patients to and from X-ray room; answer telephone; go with the ambulance drivers to take patients to clinics.

General Services: Assist in city health centers; aid public health nurse; bathe and dress babies where mother is ill; visit homes of children who attend clinics to deliver nurses' instructions; prepare linen and surgical dressings for sterilization; aid the instructor in Home Hygiene and Care of the Sick in giving demonstrations and in organizing classes for this course; aid children of the Junior Red Cross in preparing health exhibits; in small communities organize health clubs to study the sanitary conditions; and organize baby and children clinics under supervision of the public health nurse.

Home Service Corps

Home Service is a Charter obligation of the Red Cross and is, therefore, an important activity of all Chapters both in war and peace time. To render efficient aid in this corps, volunteers require practical training and should be carefully selected with a view to their reliability and sincere interest in this important work.

For a thorough understanding of the activities of this corps, it is necessary that those enrolled should receive proper training. This training should be carefully planned with the executive secretary or Home Service secretary and should include both classroom and practical field work.

Home Service volunteers should study the Abridged Handbook of Home Service Information (ARC 236), the Introductory Course in Case Work (ARC 920), and the systems employed in the Home Service office of their Chapter.

Disaster Relief: In times of major disasters these volunteers, when trained, prove of much assistance in the field of family relief.

Other Organizations: If a Chapter is unable to make use of Home Service volunteers in its regular activities, but wishes to maintain a group trained and experienced for work in disasters, it may give the training course and allow such volunteers to work with other welfare organizations in the community, provided the Chapter approves the organizations and thinks that they can utilize the volunteers and can give them proper supervision.

ACTIVITIES

Home Service: Assist Home Service secretary in work for ex-service and active service men and their families, and in work for civilians in Chapters having such a program. This assistance may consist of work in the office interviewing clients or in making visits about the community in connection with various types of services for families under care.

Disaster Relief: Assist family case workers in survey of disaster area, in interviewing applicants for relief; conduct temporary employment agency.

Assist in family readjustment at times of epidemics.

When there is no family case worker, assist the public health nurse in her efforts to meet the social service needs of families under her care. In many rural Chapters, volunteers organized as a Home Service committee assume responsibility for certain supplementary types of Civilian Home Service in cooperation with local public and private welfare agencies, approved by Chapter authorities. Chapters may also give assistance to local welfare organizations through case aids where trained case workers insure thorough supervision.

Assist in follow-up work for hospital social service departments.

Hospital and Recreation Corps

(INCLUDING "GRAY LADIES")

The services of the Hospital and Recreation Corps are concerned with the maintenance of the patients' morale. These members serve under the officer in charge of a hospital, or designated staff official.

Organization: Chapters desiring to organize a Hospital and Recreation Corps must have a committee on this activity. *Application for the organization of the corps, stating the type of hospital to be served, must be made to the Director of Volunteer Service at Headquarters.* On receipt of the necessary permission and further instructions, official contact is made with the authorities of the hospital to offer and explain the services and find out if such services are desired. At regular intervals, confidential reports must be obtained from the hospital authorities. The services must be carried on under the direction of the officer in charge of the hospital, or a designated staff official.

Requirements for Service: A course of lectures, either intensive or abridged, is required for this hospital service in both Government and civilian hospitals. The satisfactory completion of the intensive course and a probationary period of not less than 24 hours entitle a member to the use of the complete uniform, which includes pin and veil. Those who have fulfilled these requirements are given the name of "Gray Ladies", a title originally conferred by the men in military hospitals. The volunteers of this corps serve without remuneration of any kind.

Detailed information regarding the organization of this corps must be obtained from Headquarters. (*See* Government Hospitals (ARC 415-A), and Civilian Hospitals (N.H. 632). Complete instructions regarding activities for Government hospitals may be obtained from Headquarters.

A suggested outline of lectures may also be obtained from Headquarters. These lectures are given by members of the hospital staff and other qualified persons. A supplementary course in recreational therapy may be developed by a group of "Gray Ladies" for the benefit of persons invalided and shut in from the outside world.

Certificates: Following the completion of the intensive course, a satisfactory examination and probationary duty, certificates are awarded by the National Director of Volunteer Service.

Short Course: The short course of four lectures, satisfactorily completed, and a probationary period of 24 hours, entitle a member to wear the uniform and the pin, *but not the veil.* No certificate is given for the abridged course.

Uniform: The use of the uniform is obligatory for those performing the duties of this corps. For description see Uniforms and Insignia (ARC 403).

ACTIVITIES

War Service: To perform in hospitals of the Army, Navy, Veterans Administration, U. S. Public Health Service and St. Elizabeths Hospital, Washington, D. C. (Department of Interior), such service as is requested by the Red Cross field director or designated hospital staff member. This may include hostess duty, collection and distribution of flowers, the promotion of recreational events, ward visiting to designated patients, supervised shopping for bed patients, etc.

Disaster Relief: Organize and render hostess and recreation service in refugee camps and hospitals.

Chapter Headquarters: Assist in entertainments for Chapter meetings and benefits.

Civilian Hospitals: This Hospital and Recreation Corps may also be organized in civilian hospitals at the request of and under the supervision of the hospital executives.

Junior Red Cross: Tell stories of foreign countries and foreign people; direct dramatics; aid children in making costumes for pageants, plays. Assist children in bazaars, fairs.

Aid Volunteer Services Can Render Junior Red Cross

Administration: Help Executive Committee obtain organization or representative committee for Junior Red Cross.

Staff Assistance: Assist in organizing and carrying on Junior Red Cross activities.

Help to make contacts between townspeople and schools, such as obtaining windows for exhibits prepared by Juniors or securing space for news prepared by Juniors.

Assist Junior Red Cross committee to fill in and file enrollment records.

Multigraph or type circular letters going to auxiliaries.

Keep records of and follow up school correspondence work.

Make additional copies of reports of Junior activities to send to Headquarters.

Production: Make samples of and patterns for the production of garments, layettes, toys, scrap books, etc., to be used by school supervisors in connection with class room instruction when classes are engaged in Red Cross production work.

Advise Junior Red Cross Councils of local needs for garments. Provide materials for classes to use in Junior Red Cross production.

Braille: Cooperate with the Junior Red Cross in special projects undertaken from time to time, such as supplying, at cost of material used, Braille stories and greeting cards. The Juniors make covers for these books and cards in their art or manual training classes, and give them to children in schools for the blind.

Transcribe children's letters into Braille to accompany gifts.

If requested, teach Braille to selected group of high school students.

Canteen: Serve hot school lunches in cooperation with parents of school children and school officials responsible for this activity.

Motor: Transport children detailed for special Red Cross service.

Transport supplies for Junior Red Cross activities.

Help with delivery of Junior enrollment supplies.

Health Aid: Assist nurse in planning for courses in Home Hygiene and Care of the Sick.

Hospital and Recreation: Tell stories of foreign countries and foreign people.

Direct dramatics.

Aid children in making costumes for pageants or plays.

Assist children in bazaars and fairs.

Furnish chaperones for visits to hospitals.

Aid Junior Red Cross Can Render Volunteer Services

Administration: Act as messengers.

Assemble and distribute Roll Call supplies.

Elect a pupil-representative from the Junior Red Cross Council to keep the school informed of the service with which pupils can help and make a report to the Chapter.

Staff Assistance: Older Juniors can address envelopes, file membership cards and render other clerical assistance; type letters in commercial classes or give stenographic service at Headquarters (as arranged with instructor); fill envelopes with supplies; bundle magazines.

Production: Make clothing and supplies for disaster relief and articles for emergency closets.

Make games, puzzles, furniture, Christmas gifts, holiday cards and valentines for disabled ex-service men in hospitals, for local civilian hospitals, especially children's hospitals or for either domestic or foreign distribution.

Make gifts for inclusion in Christmas bags for soldiers and sailors.

Braille: Make covers for books and cards in art classes.

Make greeting cards and games.

Provide comradeship and recreation for blind children.

Canteen: Make jams, preserves and delicacies for disabled service and ex-service men in hospitals.

Collect berries and fruits for preserves.

Prepare and serve luncheons under direction of home economics teacher or Red Cross nutrition worker during Roll Call, or in times of need.

Motor: Assist in collection of garments and supplies and in the delivery of articles.

Health Aid: Assist in preparing exhibits.

Take part in first aid and life saving contests, and in demonstrations of home hygiene and care of the sick or nutrition instruction.

Hospital and Recreation: Assist in entertainments for hospitals.

Care for little children while mothers attend Red Cross classes.

Aid Volunteer Services Can Render Disaster Relief

Administration: Assist Chapter officers.

Staff Assistance: Keep records, card catalogues, files, etc.

Take charge of telephone calls and inquiries.

Assist with registration of families at headquarters and emergency stations.

Production: Provide supplies for the emergency closet.

Make additional surgical dressings, hospital supplies, clothing, linen and layettes.

Collect, sort, condition, label and distribute donated clothing. It is especially requested that Chapters away from the scene of disaster not only collect donated clothing but *carefully sort, condition* and *label* it before shipping to scene of disaster.

Braille: Provide books and games in Braille and otherwise help to maintain morale of blind. Assist blind to receive instruction in reading Braille.

Canteen: Provide food for sufferers and workers, manage kitchens in refugee camps or stations, and supervise cooking for temporary hospitals.

Advise and assist in planting home gardens after disaster.

Motor: Provide ambulance service and transportation for sufferers and workers.

Collect clothing and supplies.

Health Aids: Assist doctors and nurses.

Home Service: Assist family case workers in survey of disaster area, in interviewing applicants for relief.

Conduct temporary employment agency.

Hospital and Recreation: Maintain playgrounds for children and recreation facilities for refugee camps and hospitals.

War Time Service

Administration: Assist in administration of Chapter activities.

Staff Assistance: Assist in office work, keep records, do simple bookkeeping, man information desks and provide books and magazines for hospitals.

Production: Make hospital and refugee garments, hospital linen, knitted articles, surgical dressings and comforts.

Braille: Provide books and games in Braille and otherwise help to maintain morale of blind.

Assist blind to receive instruction in reading Braille.

Canteen: Provide refreshment for troops and hospital trains, luncheons, dinners, teas for patients from military hospitals.

Motor: Assist in ambulance transportation of sick and wounded from hospital trains and ships, or military camps to hospitals. Transportation of men, workers and supplies.

Health Aids: Supplement the nursing force in case of necessity.

Home Service: Assist the Home Service secretary in work for the men in service and assist sick and wounded of their families.

Hospital and Recreation: Assist in special hospital service in convalescent house, or clubs for service men. Provide entertainment for military and veterans' hospitals.

First Aid: Arrange regular courses of instruction in this service.

V

Training

As has been said, all persons engaged in Red Cross work, whether paid or volunteer, require training. At the present time, training courses for the Volunteer Services are available as follows:

Corps	Training
1. Administration	(Experience in actual Chapter work plus a thorough knowledge of the Red Cross organization, and particularly of the Volunteer Service program) (*See note*)
2. Staff Assistance	Course of lectures: N.H.212
3. Production Garments Surgical Dressings	Knowledge of sewing and knitting See Garment Manual (ARC 400-D) See Surgical Dressings Manual (ARC 401)
4. Braille	Course in Standard English Braille Grade One and a Half—Textbook (ARC 414) Grade Two—Textbook (ARC 425)
5. Canteen	Course of lectures Food and Nutrition (N.H. 312) Home Gardening and Food Preservation (ARC 423) Large Quantity Feeding (N.H. 576)
6. Motor	Course in First Aid desirable Knowledge of simple motor repairs
7. Health Aids	Course in Home Hygiene and Care of the Sick; also additional talks on *Hospital Ethics*
8. Home Service	Course of lectures: Introductory Course in Case Work (ARC 920)
9. Hospital and Recreation "Gray Ladies"	Course of lectures. See regulations for Government hospitals (ARC 415-A) Civilian hospitals (N.H. 632).

NOTE: Administration officers have no special course but are expected to be thoroughly conversant with the Volunteer Services, and they should have read or taken the course in Staff Assistance.

Further information concerning manuals, courses of lectures and other training suggestions may be obtained from Headquarters.

VI

Developing Volunteer Services in Small Chapters

Division of Responsibility: In small Chapters or in rural areas where only four or five persons carry on the work of the Chapter, one among them should be designated by the Executive Committee or Chapter Chairman as Chairman of Volunteer Service and the others as members of her committee. Her duties would include delegating to different members the tasks for which each should be responsible; the initiation of new activities in the Chapter, and the general supervision of the work of the entire group of volunteers.

The Chairman of Volunteer Service should give to each of the four or five women available, direct charge of the activities in which each is naturally most interested—such as sewing, cooking, driving, etc. Thus, although each might help the other, each would have her own particular responsibility. This division of responsibility would increase general interest in the Chapter and stimulate the development of other volunteer service activities.

Staff Assistance Corps: One of the women might be appointed to take charge of keeping records, receiving and sorting the mail. She might also help in the other office work of the Chapter, or any particular service that requires such aid as the keeping of records, etc.

Special Program: In the organization of some special Chapter program, such as Emergency First Aid on the Highway, Home and Farm Accident Prevention, et cetera, a Staff Assistant would be very helpful, particularly along the lines of newspaper publicity, as well as in a clerical capacity.

Again, volunteers in the Chapter who have taken only the short course in Staff Assistance, may be of much help in a local clinic, if the clinic desires their help and the Chapter does not meet the requirements for the organization of a Health Aid Corps to serve in this capacity. Such Staff Assistants could aid in preparing patients for examination, in the keeping of records and in rendering such similar services as are designated by those in charge of the clinic. These volunteers, however, should be encouraged to take the course in Home Hygiene and Care of the Sick, so as to make them more efficient for such duties.

Staff Assistance Course: Although in a small Chapter it might prove impracticable to give a regular Staff Assistance course, any women helping in the Chapter will find it of great value to get together and read the course, using it as a basis of discussion. Perhaps someone could read the lectures to those engaged in production work, or at the meetings of the Executive Committee of the Chapter. In some places, clubs have found a study of the Red Cross an interesting part of their winter program. The Staff Assistance course is a good basis for such a study. Those who have read it will better understand not only how a Chapter meets its responsibilities to disabled ex-service men and keeps prepared for disaster service, but also how it may supplement local agencies, especially in meeting emergency situations.

Production Corps: A volunteer who is particularly interested in sewing should be in charge of production and she should also have the emergency closet under her care. It should be her duty to arrange for the provision of material to be made up, the utilization of old garments and the places where the group may sew. She should also help the volunteer in charge of Home Service with the collection and distribution of clothing and articles needed by disabled ex-service men and their families. She should make contacts with the public health nurse, if there is one, as to what articles in the way of garments may be required by her needy patients. If there is a hospital in the vicinity, she might find out if it has material it would care to have made up into hospital garments or surgical dressings.

Canteen Corps: If one person is particularly adept at serving lunches for churches and other groups, she should be in charge of this activity. She should be responsible for providing the food for entertainments given to raise special funds to purchase needed Chapter supplies. She should be responsible for any home gardening or food preservation activities of a Chapter.

Motor Corps: One person should have charge of the transportation needs of a Chapter, such as taking delegates to meetings and regional conferences, driving patients to clinics or taking welfare workers or public health nurses on their visits. She should enlist others to help her with this service.

Home Service Corps: Much welfare work in small communities is done by volunteers. This work should be reported under Home Service volunteers.

Recognition: A great deal of volunteer service is being done in small Chapters, and the Director of Volunteer Service is very anxious to have this work properly recognized. If correct organizational procedure is followed, with records kept and reports made as to the hours of service given, recognition is easily made possible.

Reporting Services: When one person does several types of work she should be enrolled in the Chapter under the corps for which she is best fitted, at the same time recording and reporting the hours given to other activities. For this purpose she should keep a sheet ruled to show the corps in one column, the hours given to them in another.

The tendency in a small community is to let one person do all the work, but responsibility breeds dependability and interest; therefore, the Chairman of Volunteer Service should have as many capable assistants as possible and assign definite duties and responsibilities to them.

Disaster Relief: Such a definite organization of the Volunteer Services will mean that the small Chapter is better fitted to meet the emergency and disaster needs of the community.

VII

Service Pins

Purpose: An insignia in the form of special pins has been provided for those who enroll in the various corps. It should be borne in mind that the volunteer service pins are not awards for service previously rendered; but indicate that the wearer is actively engaged in the particular corps which the pin represents. The pins are purchased by the volunteers through their respective Chapters. They cost 75 cents each and may be obtained from Headquarters.

The wearing of volunteer service pins is not compulsory but is recommended, since they have been found helpful in developing the volunteer work and in identifying the types of workers. In times of emergency, they help to identify people who can be relied upon to perform certain definite services that are needed.

Insignia: Each pin has its special color and design, which includes the red cross in the center. The Administration pin, allied as it is with all the corps, has no special design. To each corps a "letter" is assigned, which shall appear on the registration record. This "letter" is also engraved on the back of the respective corps pin, after the serial number of enrollment. The following letters, color scheme and designs apply to the different corps:

Corps	*Letter*	*Color*	*Design*
Administration	A	Red border	None
Staff Assistance	B	Yellow border	Crossed quill pens
Production	P	Dark blue border	Sun
Braille	T	Dark blue border	Braille dots
Canteen	C	Medium blue border	Heads of wheat
Motor	M	Green border	Wheel
Health Aid	H	White	Maltese cross
Home Service	S	Mauve border	HS.
Hospital and Recreation	R	Gray border	HR.

Position of Pin: When worker is in ordinary dress, the pin shall be worn on the left breast; when in uniform, to close the collar in front; and when in outdoor Motor Corps uniform, on left lapel.

Chairman and Vice Chairman Bar Pins: Plain, gilt bar pins bearing the word "Chairman" or "Vice Chairman" may be obtained by Chapters from Headquarters, price 25 cents each. They are to be worn directly below the regular Volunteer Service pins. These pins remain the property of the Chapter, but are loaned to the chairman and vice chairmen of the different corps. Upon the resignation or retirement from office of these officials, the bar pins must be returned to the Chapter.

Lost Pins: Should a member lose a pin, its number shall be cancelled on the enrollment card and a note made of the fact. On payment of 75 cents a new pin may be issued and the new number registered on the enrollment card. Should the lost pin be found and returned, the member to whom it belongs may return the new pin and receive a refund of 75 cents, the old number being restored and the record on the enrollment card correspondingly corrected.

Roll Call Pins

The National Organization has adopted a Roll Call pin to be awarded by Chapters, as recognition of service, to volunteer workers who assist in the annual membership campaign under the following regulations:

> Chapters may award the pin to a volunteer worker who has rendered active and meritorious service in one Roll Call and who agrees to give similar service in three succeeding Roll Calls, unless circumstances beyond the control of the worker make it impossible to fulfill the obligation. If the worker who has accepted the pin, and who has agreed to serve in future Roll Calls, moves to another Chapter territory, it is expected that the Roll Call service will be continued in the Chapter in whose territory the worker has taken up residence. It is not intended that the pin shall be awarded to volunteers who accept committee assignments, but who render no actual service.
>
> Volunteers who render active and meritorious service in Roll Calls are eligible for the award. The pin is not dated and will not be issued annually; it is awarded but once to any individual. The pin is not a substitute for the Roll Call worker's badge. The pins retail for 25 cents each. Chapters may purchase these pins with Chapter funds and give them to Roll Call workers, or may require the workers to pay for the pins. The National Organization will not issue the pins direct to individuals.

These pins and regulations concerning their use come under the direction of the Director of Public Information and Roll Call.

VIII

Uniforms

Description: For each corps an appropriate uniform is provided of the Service color, or with the collar and cups of the Service color. This does not apply to the outdoor Motor Corps uniform, which has the color of the corps on the tabs of the lapel. Description of the uniforms, information as how to obtain them and regulations regarding the wearing of them may be obtained from Headquarters. (*See* Uniforms and Insignia *ARC* 403.)

Value of Uniforms: The wearing of corps uniforms is not compulsory except for those engaged in work in hospitals, clinics or similar organizations, and for the drivers of ambulances of the Motor Corps.

The value of the uniforms in war time is obvious. Their use is recommended in peace time that the wearers may be more conscious of their responsibility to the Red Cross, and the public more aware of the services they are rendering, whether they work in the Chapter or in another organization. It is hoped that Chapters will encourage the wearing of uniforms, not only for the above reasons, but that these specially qualified groups may more easily be recognized in case of the misfortune of war or disaster.

Pageants: Having volunteers appear in their uniforms at annual Chapter meetings to read their reports, and at other times in Roll Call parades, floats and shop window scenes will prove effective. They can thus inform the public of the services they are giving by dramatizing scenes from or giving a demonstration of their work, or by carrying banners with the statistics of their accomplishments.

Roll Call Uniforms: The regular, enrolled volunteers of a Chapter should wear their corps uniforms when engaged in Roll Call work. In response, however, to popular demand, a special Roll Call veil, as described below, has been designed for those helping in Roll Call who desire identification as Roll Call workers but who are not enrolled in any of the regular volunteer services.

The Roll Call veil is made of sheer black cotton material, 18 inches square, and is thus shorter than the corps veils. It is attached to a white coronet, as are the other veils, on which are embroidered, in red letters one inch high, the words—"Roll Call"—beneath the one-inch embroidered red cross.

The coronet, with the red cross and the words "Roll Call" embroidered in red, may be worn without the veil, if so desired.

Chapters are reminded that white is the nurses' color and must not be used for Roll Call veils, nor is it authorized for any of the corps veils or coifs. (*See* Uniforms and Insignia ARC 403.)

Protection of the Red Cross: When veils are provided for Roll Call use, the precaution should be taken to have the Chapter's name and address appear in an inconspicuous place on them, and the Chapter should keep a record of its workers who have received them. When Chapters use a large number of volunteers, it may be practical to have a small number, in red, sewed just below the words "Roll Call". These little numbers are inexpensive and can be purchased at department stores or shops.

A similar record should be kept of all uniformed personnel of the Chapter assisting at Roll Call time, such measures preventing unauthorized people from using uniforms to raise money illicitly.

IX

Certificates

Certificates with the name of the recipient and bearing the signatures of the President of the United States, the Chairman of the Red Cross, the Director of Volunteer Service, and the Chapter Chairman are given to those who satisfactorily complete certain courses. These courses and the requirements for them are as follows:

Staff Assistance: To receive a certificate a class member may miss only two sessions, or four of the twenty-two lessons. She must, however, read the missed lessons and satisfactorily pass the examination at the conclusion of the course. Certificates are not given for the shorter course of four lectures.

Production: When groups have taken a special course in sewing, the Chapter may make application to the Director of Volunteer Service requesting that certificates be issued to those who have successfully completed the course.

Braille: Certificates are given to those who successfully complete the courses in transcribing either Braille Grade One and a Half or Braille Grade Two.

Canteen: Certificates are provided for those who successfully complete the prescribed lecture courses listed on page 31.

Motor: The First Aid and Life Saving Service issues certificates for those taking the First Aid course and successfully passing the examination. It is strongly recommended that members of the Motor Corps take the First Aid course.

Health Aids: The Public Health Nursing and Home Hygiene and Care of the Sick Service issues certificates to those taking the course in Home Hygiene and Care of the Sick and successfully passing the examination. One of the qualifications for membership in the Health Aid Corps is satisfactory completion of the Home Hygiene and Care of the Sick course.

Home Service: Those who pass the examination and have not missed more than four of the twenty lessons of the Introductory Course in Case Work (ARC 920) may receive certificates.

Hospital and Recreation: Those who have completed four-fifths of the lectures of the full "Gray Lady" prescribed course for Government hospitals and satisfactorily passed the examination required, may receive a certificate for the Hospital and Recreation Corps. To receive a certificate for the course in civilian hospitals a member must have successfully completed the examination at the end of the full course and should not have missed more than two of the twelve lectures of this intensive course. No certificate is given for the shorter course.

Ordering Certificates

The names of those eligible to receive certificates should be sent to Headquarters well in advance of the date when it is desired to present these certificates, so that the names may be inserted and certificates returned to the Chapter for signature of the Chairman. The names should be submitted in the exact form that it is desired to have them appear on the certificates. Certificates are provided free of charge.

Presentation of Certificates

It is suggested that a ceremony be made of the presentation of the certificates. A Chapter officer or some outside speaker should be procured to address the class.

It is an excellent idea to have all certificates earned in the Chapter during the year presented at one time. This would include not only the Volunteer Service certificates but those given in First Aid, Life Saving and Home Hygiene and Care of the Sick. Boy Scouts, policemen, firemen and nurses are apt to be included in these groups, and if they and the volunteers appear in their respective uniforms the effect is colorful and attractive. Such an occasion also results in good publicity for the volunteer activities of the Chapter.

X

Financing

Budgeting: The Chapter Executive Committee should be made to realize there are certain legitimate expenses to be met in connection with the Volunteer Services, and funds therefor should be provided in its budget. For instance, certain supplies must be purchased for the Production Corps, funds provided for payment of proof reading Braille manuscripts, or for the purchase of books for hospital service.

Special Benefits: If money is not provided in the budget and materials can not be obtained through donations, the Volunteer Services may, with the approval of the Executive Committee, put on special entertainments, such as bazaars, luncheons, or bridge parties, to raise small sums for specific purposes. This money, however, must be raised independently of any other organization, sharing the proceeds with no other group, and must be raised in the name of the Red Cross and under the Chapter supervision.

XI

Reports

Form 19 for reports on volunteer activities is furnished free of charge by Headquarters upon request. This report should be sent in monthly or at least quarterly. The facts necessary are easily procured if the records are kept regularly on each worker's enrollment card.

On the reverse of Form 19 definite instructions are given for its preparation. It is requested that information as complete as possible be given under "Narrative". For instance, at least once a year, the Chairman of Volunteer Service should report how many enrolled volunteers have taken regular Red Cross courses, or other training, whether they are uniformed, or have rendered unusual services.

Bibliography of American Red Cross Publications of Interest to the Volunteer Services

The American Red Cross, Its Origin, Purposes and Services (50 cents).
When Disaster Strikes (ARC 209).
Charter, By-Laws and Endowment Fund Regulations (ARC 500).
Under the Red Cross Flag at Home and Abroad Mabel T. Boardman (J. B. Lippincott).
History of American Red Cross Nursing—Official (The Macmillan Company).
The Story of the Red Cross (ARC 626).
Uniforms and Insignia (ARC 403).
The Annual Report (current).
Chapter Manual (ARC 503).
Laws Restricting Use of Name and Emblem of the Red Cross (ARC 507).
Exhibit Manual—Catching the Public Eye (ARC 1108).
Publicity Suggestions for Red Cross Chapters (ARC 1111).
The Red Cross Courier (monthly).
The Red Cross on the Highway (ARC 1026).
Red Cross Origin, History and National Organization (N.H. 164).
Lecture and Group Discussion Course on Home and Farm Accident Prevention (ARC 1027).
Pioneering with the Red Cross Ernest P. Bicknell (The Macmillan Company, $2.00).
In War's Wake, 1914-1915 Ernest P. Bicknell (American Red Cross, $1.00).
With the Red Cross in Europe, 1917-1922 Ernest P. Bicknell (American Red Cross).
Chapter Handbook on Accident Prevention (ARC 1028).

ADMINISTRATION AND STAFF ASSISTANCE

All Red Cross publications should prove helpful reading to the Administration group and Staff Assistance Corps.

PRODUCTION

Abridged Garment Manual (ARC 400-D).
Surgical Dressings (ARC 401).

BRAILLE

Writing for the Blind (ARC 419).

Plan of Operation for Chapters Engaged in Braille Transcribing (N.H. 230).

Annual Report of Braille Transcribing.

Braille Transcribing; Standard English Braille Grade One and a Half (ARC 414, 25 cents).

Braille Transcribing; Standard English Braille Grade Two (ARC 425, 25 cents).

List of Books Press-brailled by Red Cross Volunteer Service.

CANTEEN

Food and Nutrition (ARC 725, 15 cents).

The Organization of Activities in Nutrition as an Educational Health Project (ARC 724).

Suggestions for Service of the Canteen Corps of Red Cross Chapters (ARC 722).

Instructions in Home Gardening and Food Preservation (ARC 423).

MOTOR

Motor Corps Manual (ARC 417).

Catalogue of Books and Supplies on First Aid and Life Saving (ARC 1009).

First Aid Textbook (60 cents).

The Red Cross on the Highway (ARC 1026).

HEALTH AIDS

Home Hygiene and Care of the Sick (ARC 704).

American Red Cross Textbook on Home Hygiene and Care of the Sick (75 cents, paper bound).

Jane A. Delano—the Great War Nurse (N.H. 463).

Milestones, American Red Cross Nursing Service (N.H. 465).

The Health Aid Corps (N.H. 649).

The Health Aid Corps and Hospital and Recreation Corps (ARC 420).

HOME SERVICE

Handbook of Information and Instructions for Home Service Workers—and Changes (ARC 207).

Abridged Handbook of Home Service Information (ARC 236).

Civilian Home Service (ARC 288).

Introductory Course in Case Work (ARC 920, Rev. Dec., 1937).

School Lunch Plan (ARC 809).

Aid to Transients (ARC 810).

Clothing Activities (ARC 811).

Instructions on Home Gardening and Food Preservation (ARC 423).

HOSPITAL AND RECREATION CORPS

Hospital and Recreation Service—Government Hospitals (ARC 415-A).

(Informational leaflet on organization, qualifications for enrolling, recruiting, training, duties, etc.)

Hospital and Recreation Service—Civilian Hospitals (N.H. 632).

(Informational leaflet on organization, qualifications for enrolling, recruiting, training, duties, etc.)

The Health Aid Corps and Hospital and Recreation Corps (ARC 420).

(This pamphlet stresses the importance of not confusing these two branches of Volunteer Services; that they are separate and distinct, and that in no case may a "Gray Lady" perform duties which are classified as Health Aid duties, and vice versa.)

JUNIOR RED CROSS

How to Enroll Your School (ARC 616).

The Junior Red Cross and Its Program (ARC 618).

School Correspondence (ARC 621).

Chapter Organization of the Junior Red Cross (ARC 624).

The Junior Red Cross News and Teacher's Guide.

The Junior Red Cross Journal.

Information for Junior Red Cross Chairmen (N.H. 580).

The Junior Red Cross Program of Activities.

Note: In addition to the above, current instructions are issued from time to time, which may be obtained on application to Headquarters. The local public library can supply additional books and pamphlets on health, social service and educational subjects for consultation.

Jurisdiction and Addresses of National Headquarters and Area Offices

National Headquarters and Eastern Area—17th and D Streets, N. W., Washington, D. C.: Alabama, Connecticut, Delaware, District of Columbia, Florida, Georgia, Indiana, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Mississippi, New Hampshire, New Jersey, New York, North Carolina, Ohio, Pennsylvania, Rhode Island, South Carolina, Tennessee, Vermont, Virginia, West Virginia.

Midwestern Area—1709 Washington Avenue, St. Louis, Missouri: Arkansas, Colorado, Illinois, Iowa, Kansas, Michigan, Minnesota, Missouri, Montana, Nebraska, New Mexico, North Dakota, Oklahoma, South Dakota, Texas, Wisconsin, Wyoming.

Pacific Area—Civic Auditorium, Larkin and Grove Streets, San Francisco, California: Alaska, Arizona, California, Idaho, Nevada, Oregon, Utah, Washington.

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Note: The term "Headquarters" in this Manual has been used to designate the Washington, St. Louis and San Francisco offices.

How to Make Bequests and Gifts to the Endowment Fund

The form for gifts or bequests for the Endowment Fund of the American National Red Cross is:

> "I give, devise and bequeath to the American National Red Cross for its Endowment Fund the sum of..
> .... Dollars"

(or otherwise describe the gift.)

From time to time sums have been given to the Endowment Fund, the income from which by direction of the donor is to be applied toward designated phases of Red Cross work. These gifts become a part of the Endowment Fund, and the interest therefrom is applied toward such designated activities.

PRAYERS FOR POPE IN 'CUSTODY' URGED

Holding of Pontiff Is No New Experience, Mgr. Kellenberg Says in St. Patrick's

SEIZURES BY 3 EMPERORS

Vatican Still Will Be Wielding Influence When Vandals Are Gone, Preacher Asserts

With calm faith that the Papacy and the Church will continue triumphant, whatever may be the immediate fate of the Vatican and of the person of Pope Pius XII, the Christian world today should pray for the "Man in White" as the early Christians prayed for St. Peter, Mgr. Walter P. Kellenberg, vice chancellor of the Archdiocese of New York, declared yesterday at solemn mass in St. Patrick's Cathedral.

"The enemy claims to be holding Pope Pius XII and the Vatican territory in "protective custody," a term that makes us shudder when we think what it has meant to other helpless peoples," Mgr. Kellenberg said. "The Christian world is aghast, fearful of what may be in store for our Holy Father. The gates of hell seem to be wide open, ready to engulf the figure on which the eyes of the Christian world is focused. But this is no new experience for the Vatican. For over 1,900 years it has experienced every possible kind of danger.

Barbarian Invasion

"The Christians had hardly emerged from the catacombs when the barbarian invasion occurred in the fifth century. In the seventh century Emperor Constans II seized and plundered the Vatican and carried away Pope Martin I. Nine hundred years ago Emperor Henry III seized Pope Gregory VI and transported him to Germany, where he died in captivity. Napoleon laid violent hands on Pius VI and Pius VII because he could not bend their wills to his unholy purposes. And now it would seem that history is repeating itself.

"What the immediate fate of the Vatican is none can know. Yet the news reports say the Holy Father is fearless and undismayed. He knows as he watches and prays that a thousand years from now, when the present vandals have joined their predecessors in oblivion, buried between the pages of a history book, the Vatican, the Papacy, the church will still be wielding their blessed influence.

Promises of Christ

"No Pope ever reigned in more calamitous times. Yet his hand is steady, his eye is keen, his soul is calm with the peace of providence. As he prays, he hears re-echoed the promises of Christ: 'Thou art Peter. Upon this rock I will build my church and the gates of hell shall not prevail against it. I am with you all days even to the consummation of the world.' And from his window he sees in the courtyard the obelisk on which is written: 'Christ conquers. Christ rules. Christ governs.'

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"Today let us pray for our Holy Father as the early Christians prayed for St. Peter chained in prison. And let us pray with our Holy Father that the present eclipse of evil which is hiding the sun of justice and charity may soon pass; that the peace of Christ may rule and all He stands for be preserved for those who follow us. And let us remember the words of Christ: 'All these things shall pass away, but my word shall not pass away.' "

PRIESTS GO TO MISSIONS

Nine Leave Maryknoll for Posts in Central and South America

Special to THE NEW YORK TIMES.

MARYKNOLL, N. Y., Sept. 19—Nine priests of the Catholic Foreign Mission, including one from New York City, left here today for posts in Central and South America after a special departure ceremony. This makes a total of eighty-three Maryknoll priests who have left for Latin America in the last year.

The Rev. Gervis Coxen of 1945 Clinton Avenue, the Bronx, was assigned to Guayaquil, Ecuador. Father Coxen, a lawyer before he entered Maryknoll, was in Korea when the war started and was arrested by the Japanese. He returned on the exchange ship Gripsholm in August, 1942.

The other departing priests are Fathers Thomas Sampson, Fort Lee, N. J.; Donald Chisholm, Cambridge, Mass.; Francis J. Murphy, Waterbury, Conn.; Stanislaus Ziemba, Buffalo; James Morgan, Philadelphia; Hugh Craig, Minneapolis; Cyril Kramer, Youngstown, Ohio, and Norbert Vergagen, Freedom, Wis.

Bishop William F. O'Shea, of Heijo, Korea, delivered the departure address.

WARNS OF 'HARDNESS'

Dr. Ayer Urges a Return to the Old Christian Mysticism

A return to Christian mysticism to counter the cynical attitudes brought on by "hardness of the realistic world" was advocated yesterday by the Rev. Dr. William Ward Ayer, pastor of Calvary Baptist Church, 123 West Fifty-seventh Street.

"After the last war the people were full of dreams for the future," he said. "They believed they had seen the last of war and militarism and that unending progress was in sight. But instead we had a brief period of wild prosperity and then a return to depression and war more fearful than ever before.

"Despite Pollyannas like our Vice President who puff the pipe of optimism and blow out glory clouds we are facing a great wave of pessimism and cynicism. We need a cushion against materialistic realism.

"That does not mean that we must have nothing to do with any sort of realism, for Christianity itself is realistic."

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2,000 WOMEN SERVE RED CROSS ABROAD

Comprise More Than Two-Thirds of Such Workers and Are All Over the World

MANY RUN CLUBMOBILES

These Get to Remote Spots, but Most of the Girls Are in Club Hotels in Cities

Special to THE NEW YORK TIMES.

WASHINGTON, Sept. 19—Of the 2,950 Red Cross workers who are serving overseas, more than two-thirds are women, the Red Cross has revealed. The workers are everywhere the troops are, although women are not in some of the more obscure islands, nor in some of the combat areas.

As revealed by General George C. Marshall's recent report, that means that these women, all between 25 and 45 years of age, are in most of the far parts of the world, including China, Iran, Iraq and India, as well as many spots less glamorous but perhaps even more in need of their doughnuts, books, chewing gum and chatter.

They serve in a variety of jobs, including those of assistant field director, club director, recreation director and in the hospitals, at salaries ranging from $200 to $275 a month. Most of the younger girls are staff assistants, those who run the now famous clubmobiles, which have been handing out doughnuts, coffee and cheer in Great Britain, North Africa, Sicily, India, Australia and the Middle East.

Clubmobiles Get Through

It is the clubmobiles which get to the remote airfields and other out-of-the-way spots in civilized territory from which the servicemen can rarely get to town. Camp clubs range from a straw hut in New Guinea to what may be one recreation room in Iceland, in Accra, on the African Gold Coast, or along the Alaska Military Highway.

The clubmobiles and leave clubs are something new to this war, nine-tenths of the 286 clubs in leave centers all over the world being large hotels. Perhaps the most ambitious leave operation is in Australia, where the Red Cross has taken over an entire seacoast town, complete with five rest homes, two clubs and all the theatres, fishing, golf and tennis facilities of the resort. The place is for fliers only, and the men are flown in for fifteen days' leave at a time, keeping it constantly at full occupancy.

Rainbow Corner, in London, where some big show is put on every night, is the only purely recreational center. In the more remote spots of India, a program has been worked out to drop from airplanes big kits, containing pencils, writing paper, books, razor blades, and the like.

The work of these 2,000 women ranges from administering the more elaborate operations and planning all indoor and outdoor recreations to the simple friendly business of going fishing with a flier.

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The work of these 2,000 women ranges from administering the more elaborate operations and planning all indoor and outdoor recreations to the simple friendly business of going fishing with a flier.

Newspaper Women Serve

A number of newspaper women seemed to have chosen this work for their tour of war duty and are now signed up with the Red Cross for the duration. Ann Newdick, formerly of The New York Daily News, is with the Red Cross in Great Britain, and Marjorie Sable of PM is an assistant staff manager in North Africa. Muriel Patchen, New York erporter and photographer, and Addine Meyers, Savannah Morning News, are in Australia. Rita Hune of The Seattle Times; Gwendolyn Barrows, Christian Science Monitor; Janet Chatten, Chicago Sun, are all in North Africa. Catherine McDonald, Chattanooga News-Free Press, is in Sicily, as is Lydia Sherwood of Vogue. Muriel Hawkes, Boston Herald; Helen Lichens, San Francisco Examiner, and Virginia Stanley, Washington Times Herald, are in Great Britain, as is Marion H. Hamilton, former advertising manager, bureau of publications, Teachers College, Columbia University.

Mildred L. Boie, director of the largest club in Cairo, was a former assistant professor of English at Smith Colelge, for three years was associate editor of the Atlantic Monthly and just before the war was a reporter on The London Morning Post. Working with her in Cairo are Katherine Blake and Bettina Wilson, both of Vogue.

Lucie Lee Kinsolving, former assistant director of children's books for Harper's Brothers, opened the first club in North Africa after the invasion. Marie Craig Brown, the tennis star, is running the biggest club in Australia.

An indication of what the service men think of the clubs may be gained from the remark of one boy on leaving a club when his leave was up:

"I had the same feeling as when you come home sick and drop your clothes on the floor and you know it's all right, that your mother will pick them up for you."

ASKS MORE MATERNITY AID

Budget Bureau Lists $18,600,000 Extra for Service Men's Wives

WASHINGTON, Sept. 19 (AP)—The Bureau of the Budget has recommended an additional national appropriation of $18,600,000 for maternity and medical care of wives of servicemen, according to Representative Lea of California.

The House Appropriations Committee, he said, planned to hold hearings some time this week to expedite the measure through Congress.

The current appropriation of $4,400,000, Mr. Lea explained, had proved inadequate for some areas where the wives of servicemen had concentrated.

H. G. Hill, Lawyer, to Get LL. D.

St. John's University, Brooklyn, will award an honorary degree of Doctor of Laws to Harry G. Hill of the law firm of Cullen & Dyckman at commencement exercises of the School of Law next Monday, it was announced yesterday. Mr. Hill is a director of several shipbuilding concerns.

Mrs. Francis R. Strawbridge (right), Chief of the United States Citizens' Service Corps, Philadelphia, with her secretary, Anna M. Patterson, a member of the Service Corps.

Calling On All Families For

BLOCK AIDES

In The U. S. Citizens' Service Corps

By Charles W. Duke

MRS. MARY MALONE is an average Philadelphia housewife, a good American, a genuine patriot. She sent her boy away to the war with no more than a few tears shed very privately. When her daughter, baby of the family, wanted to leave home for trained nursing service in a hospital, she even managed to be enthusiastic. And she encouraged her husband to be among the first in the neighborhood to enroll for civilian defense.

Mary herself had completed her first-aid course; and whenever an air-raid alert sounded she took her station at the doctor's office on the corner. But she felt that wasn't enough. Despite the fact of her fifty years and the job of keeping her house in order she felt that she should have a more active part in winning the war.

She was growing restless, even a little discouraged, when her husband came home from an air-raid wardens' meeting one night and told her about the Citizens' Service Corps. A speaker at the meeting said the Corps needed women—many women—for many different sorts of war work.

MARY heard a great deal more about it next day when she talked with Mrs. Francis R. Strawbridge, Chief of the United States Citizens' Service Corps of the Philadelphia Council of Defense. In the offices beneath the shadow of William Penn's broad hat at 16 South Fifteenth street there formed in her mind a picture of a vast army of Americans 6,000,000 strong, men and women alike, massed upon the home front.

Far away from the roar of guns with no sudden deeds of heroism for inspiration, no spectacular victories to fill them with triumph, they nevertheless were fighting battles vital to winning the war.

"Generally speaking, you might call members of the Citizens' Service Corps stabilizers or morale-builders," Mrs. Strawbridge told Mary. "But we are no uniformed group of discontented women looking for something new. We have a hundred or more practical jobs but only for women who can and will work.

"We get calls for all sorts of services. We need women to work at switchboards, to take care of children of war-plant workers, to help out at canteens. In the last war there was no recognition of this kind of service. Now our uniformed corps members set an example which inspires other women to do something tangible for their country."

CIVILIAN war services, it turned out, are all the activities excepting only protection against possible enemy raids which civilians must contribute to prosecution of conflict. They include such duties as salvage, transportation, war savings, recreation, consumer interests, nutrition, health and medical care, welfare and child care, housing, education, agriculture, labor supply and training, plant utilization, service for men in uniform.

As specific examples, there is Mrs. Jane Rolf, Philadelphia matron, who gives eight to nine hours a day five days a week answering questions at the Council of Defense offices. For the past six months Mrs. Alexander Joseph has spent eight hours two days each week as governess at Strawberry Mansion Day Nursery. Two days a week Mrs. Albert Steelman cleans utensils, makes beds, does a hundred and one other jobs as a ward aide at Philadelphia General Hospital.

MARY MALONE learned also that the home-front army is fighting not only in Philadelphia, but throughout the United States.

To date the 6,000,000 enrolled about equal the Civilian Defense Corps known as the army of protection—men trained to combat bombs, fires, destruction. Nearly 20,000 have enrolled in both protective and non-protective services in Philadelphia in the year since Pearl Harbor. The number includes more than 3,000 women who work without pay, wear the blue-gray uniform and blue pin of the United States Citizens' Service Corps.

At Gratz High School the entire faculty of seventy teachers was sworn in at a ceremony in the auditorium. Three hundred senior Girl Scouts joined at a mass induction in the Social Service headquarters building. All sixty members of the Woman's Auxiliary of the Children's Heart Hospital enrolled together.

Mary Malone learned further that the United States Citizens' Service Corps was set up by the Office of Civilian Defense in Washington; that the personnel was to be approved by the local defense council; that requirements are not difficult. To be eligible a woman must have completed fifty hours in office work, War Bond sales, salvage drives, on rationing boards. She may have finished a training course such as first aid, Red Cross or nurse's aid; she may have served fifty hours on recreational work directed by the Council; or she may have put in fifty hours as a junior hostess.

FINALLY Mary learned about the block system. Civilian defense is set up by region, State, county, town—last of all by the neighborhood block. In this the key position is held by the block leader. His—or her—duty has been explained by James M. Landis, Director of the United States Office of Civilian Defense: "To enlist every one of the families in his neighborhood into active participation in civilian war services.

"The block leader is the line officer who answers questions, tells families when and how to act, explains the need for salvage, for car-sharing. Each family is a squad, each block a battalion in the war on the home front."

Surveys by block wardens determine the number of spare rooms available for homeless war workers, the number of children who require day care, how many old and sick must be looked after in case of emergency. Block wardens also make surveys to list persons available for emergency farm labor and the number able to join in share-a-car plans.

This is the system Mrs. Strawbridge with her aides now is organizing in Philadelphia. Candidates may state the type of work they prefer, are put through aptitude tests, sometimes are sent to training centers.

That was what happened to Mary Malone. Quite soon now she will be wearing a blue-gray uniform and a blue pin, holding up the Malone family record for one hundred percent war service. She will be Block Warden Malone of the United States Citizens' Service Corps.

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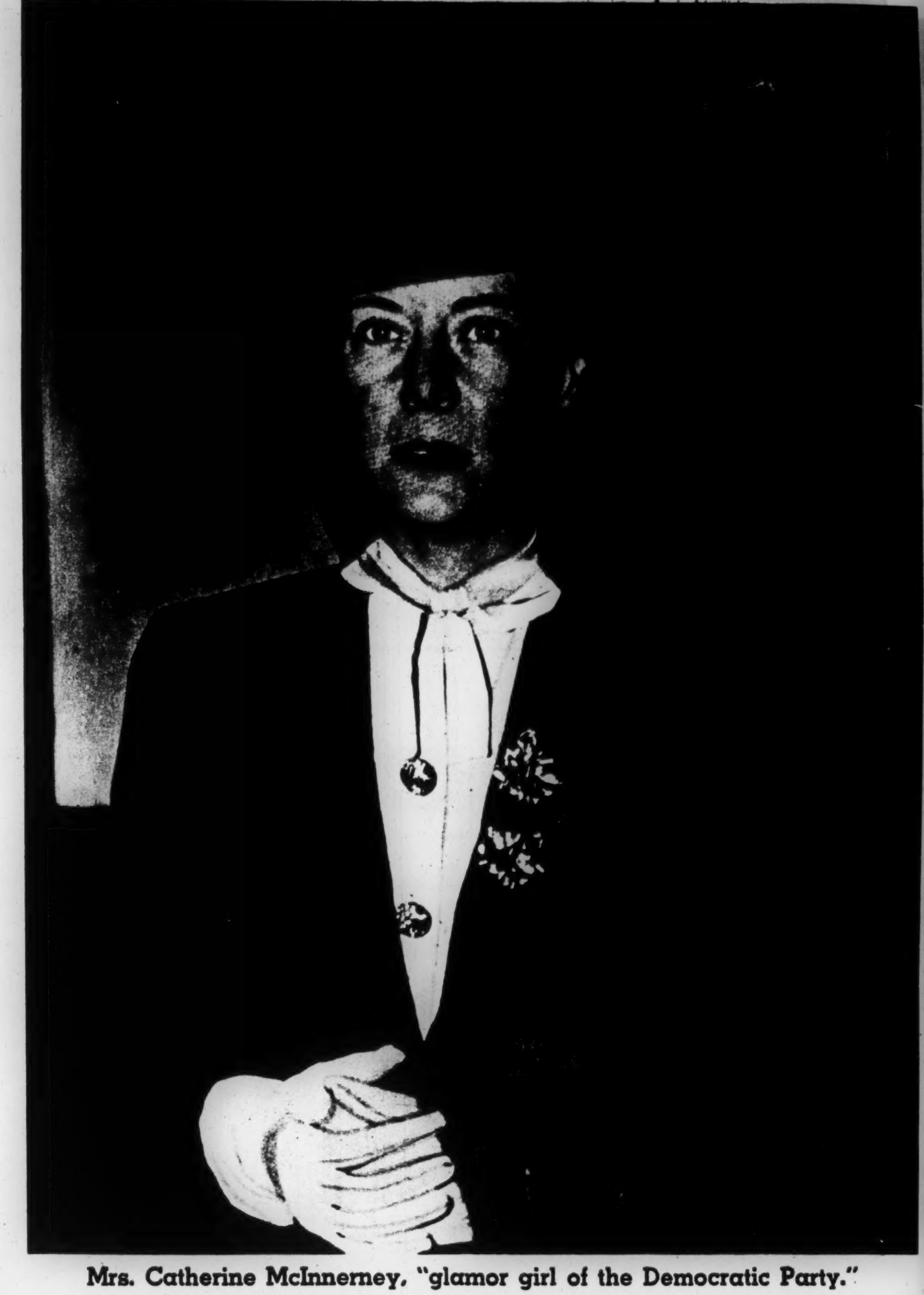

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not as retentive as poets and songwriters say, and retrospective brightness was beginning to fade, there was another reason why Catherine thought it okay practically to break alimony records.

Thomas, she said in effect, had deceived her. He had taken over the traditional feminine prerogative and had misrepresented his age. When they were planning their wedding, he told her he was sixty, she said.

What was her grieved astonishment, therefore, to learn later that actually he was seventy-three! Just twice her age, in fact, instead of a negligible quarter-century her senior.

WHEN the case went to trial before Superior Court Judge Kenneth Wynne in Bridgeport, it became plain at once that McInnerney does not see eye-to-beautiful-green-eye with his wife. Bald and bespectacled, he began his career as a $1.50-a-week cash boy in a Middle West store, pulled himself up by progressive stages to chairmanship of the National Dairy Products Corporation. That $350,000,000-a-year company he founded and developed.

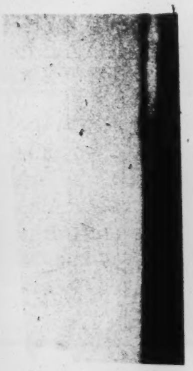
His salary (according to Catherine) is $150,000 a year besides $300,000 from investments.

Self-made man that he is and expert financier, Mr. McInnernery has his own idea of value. The value of his ex-bride's charm he shaved down to $50,000 a year—$100,000 for the two-year lot. Dickering among attorneys resulted in a settlement at fifteen cents on the dollar.

Catherine accepted the $150,000 offer, then withdrew her divorce suit from the Bridgeport court. She will bring action instead in Kentucky where it will be uncontested.

SO IN the divorce court, possibly at Lexington, Catherine will add another episode to her colorful and eventful career. At seventeen she was married to Samuel Connor by whom she has a son, Jimmie, now in the Army. Like nearly everybody else in the blue-grass country she loves horses, for

:RE NON-OBJECTIVE



objective art after the Baroness Rebay came here from Switzerland where she had worked with other artists, painted a portrait which looked very much like Mr. Guggenheim, then displayed her non-objective art.

FIRST Mr. Guggenheim filled his apartment with the strange pictures; then he financed the Solomon R. Guggenheim Collection of Non-Objective Paintings.

With curatorship of the museum, the Baroness Rebay for the past few years has mixed music, lecturing, writing and, of course, her own painting. She has main-

Red Cross

Keep

Editors;
(These stories will be available
for September publication. Pictures
are available with both)

VOLUNTEER SPECIAL SERVICES RECRUITMENT

More than 3,000,000 American women are devoting an estimated 975,000,00 hours annually to helping the American Red Cross fullfil its wartime obligations. Since Pearl Harbor, the Production Corps, one of eight of the Volunteer Special Services, has delivered to the armed forces of the United Nations a total 625,000,000 surgical dressings. Within the last eight months they have made 3,102,000 garments for Army and Navy hospitals and for use by able-bodies members of the American armed forces.

There are 85,000 American women trained in Red Cross canteen work. Community canning and school lunch programs are among their main projects. During the recent flood in the Midwest, these Canteen Corps did a remarkable job of mass feeding. All canteen workers are trained for disaster operations. The American Red Cross, in an emergency, is now able to feed nearly eleven and a half million people a day.

JUNIOR HARVEST HANDS

This year as in the past many of the 17,000,000 members of the American Junior Red Cross are assisting in providing the nation's food supply. Through individual and group Victory Gardens and by actual work on farms in many sections of the country, large numbers of them will help in meeting shortages. In the past their greatest participation in farm work has taken place during harvest time. Many of them work as individuals to make money for themselves. Many more work in groups to meet special emergencies and to raise money for their Junior Red Cross service funds. Pictures of all different age levels are available.

The stories on the following are also available;

RED CROSS HOME NURSING

The American Red Cross is using itinerant nurse instructors to teach home nursing, as a means of overcoming the growing shortage of professional medical services throughout the nation. Results of a year's campaign will be available soon.

HOME SERVICE

Every county in America has available Red Cross Home Service, which is the tie between the serviceman and his family. Relay systems of delivering emergency messages have been worked out in many rural communities. Many interesting cases are handled daily in hundreds of chapters.

DISASTER RELIEF

Since 1881, when the American Red Cross sent relief workers to the great forest fires in Michigan, the organization has increased its disaster relief annually until now practically every county in America has a Red Cross chapter equipped to cope with tornadoes or disasters such as the devastating floods of the Midwest. There were 172 disasters in America during the year ending June 30. Since World War I, not a single state has escaped.

HOME AND FARM ACCIDENT PREVENTION

Statistics reveal that more accidents occur in farming than in any other occupation. Farm work accidents claim about 4,500 lives annually. The largest proportion of these are lost through improper or careless use of machinery. Death from accidents involving animals comes second. In 1941 nonfatal farm work injuries probably numbered about 225,000.

NUTRITION TRAINING AND THE FOOD PROBLEM

Thousands of American women are finding that courses in nutrition are helping them to stretch their ration points and to combat successfully the food shortages. The American Red Cross is cooperating with the extension services of many states in offering this training to the American housewife.

for organization
Draft set in circle
red line

MEMO RELATIVE TO VOLUNTEER SERVICE BUREAU

1. Purpose
   - a. The Volunteer Bureau to be established to facilitate the enrollment of lay personnel in the community for defense service and to continue and develop the established community programs so that essential social and health needs may be met in time of emergency.
   - b. To recruit and organize men and women desirous of serving their country in order that their individual contributions may be of the maximum benefit.
   - c. To improve and maintain the quality of volunteer work--demanding high standards of performance from all.
   - d. To coordinate and control all volunteer placement.

2. Organization
   - a. ~~An organizing Committee should be formed and the following sub-committees therefrom set up: Registration, Publicity, Training, Placement, Finance, Personnel, Facilities.~~
   - b. ~~Complete organization plans should be drawn up from reports of sub-committees and plans made for a mass meeting of representatives of all local organizations which can supply or use volunteers.~~
   - c. Final organization of Central Volunteer Bureau to be drawn up at Mass Meeting based on report of organizing Committee.

3. Recruiting
   - a. The service of the Central Volunteer Bureau would be clearly explained to all local agencies. Additional publicity would be secured through newspapers, organizations, publications, radio, etc.
   - b. The administrative Board or committee of the Bureau, its members being representative of various community groups, will be of great assistance in recruiting from the groups which they represent.

4. Placement - The purpose of a Volunteer Placement System is:
   - a. To have every volunteer working in the job for which he or she is best suited.
   - b. To make volunteer service dependable and of vital use to the community.

5. Training
   - a. At the present time no plans are being made for the training of volunteers. However, in time of need the Bureau will stand ready to provide training in any field not being covered by other organizations.

6. Extension of Service - It is the hope of the organization committee that such a bureau as is to be established at this time will continue to exist after the defense emergency has passed and that volunteer service can be made available for all local needs.

TO: Chapter Publicity Chairmen

SUBJECT: Feature Story, War Relief Production

The attached story on war relief production is sent to you with the suggestion that you offer it to the Sunday Editor of one of your newspapers for release March 30.

It must be localized with information of your own production program, including your output thus far, and the new quotas you may have accepted and are now working on. This is most important.

Ask the editor to assign a photographer to take pictures of some of your workers sewing, knitting and making surgical dressings.

You will note the story is marked for release on March 30; this is so that it can be offered to all editors on the same date throughout the country. We suggest that you take the story to your Sunday Editor early in the week, prior to the Sunday release date. Most sections of Sunday newspapers go to press on Thursday, so if the story can be offered to editors on the previous Monday, it may have better chance of being run.

The story is signed by a member of our National Staff, but you may wish to have it released under the name of your Production Chairman or the Chairman of your Chapter. Please send us a clipping of the story.

Public Information Service
American Red Cross
Washington, D. C.

RELEASE TO SUNDAY NEWSPAPERS, March 30

TONS OF GARMENTS AND SURGICAL DRESSINGS SHIPPED TO GREAT BRITAIN BY RED CROSS; INTIMATE PICTURE PRESENTED OF WORK OF DISTRIBUTION BY W.V.S.

By Violet Libby

(Suggest you substitute name of Production Chairman, or Chairman of your Chapter)

Thousands of garments have been sewed and knitted in the ________________ Red Cross Chapter workrooms, and many thousands of surgical dressings made, to join the steady flow of relief supplies shipped by the American Red Cross to Great Britain. These supplies have won safe delivery over the hazardous Atlantic Ocean, and have been distributed in air raid shelters, bombed ruins of cities, in hospitals and wherever the distressed have gathered.

The ________________ Red Cross Chapter has produced garments, surgical dressings and other war relief measures in the workrooms in the following number: (Here give statistics on production, number of volunteers, etc.)

From the Marchioness Dowager of Reading, chairman of the Women's Voluntary Services, the great group of English women who stand as well-trained soldiers to relieve the civilian victims of enemy action, have just come these few lines of appreciation of the work being done by the Red Cross women in our workrooms:

"The heavy burden" writes Lady Reading, "which has fallen on us in meeting the constant demands for clothing, has been eased beyond expression by the consignments we have received from you. These are now pouring in and the allocated amounts are pouring deep into the country. We now have a sense of being backed up by a steady flood of clothes, so that we shall have stocks in all parts of the country, ready to meet what may come, as well as to catch up with the numberless evacuees and Channel Island refugees, who seem to grow out of their clothes daily, and wear through their shoe leather hourly."

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Never before in the history of any war have the needs of civilians been so great. Non-combatant men, women and children are the chief sufferers from the devastating effects of modern warfare, and emergency clothing and shelter are as necessary to keep up their morale as weapons are for the men in the field.

The immense quantity of war relief clothing produced under the banner of the Red Cross is playing a vital part in building up this bulwark of defense for the democracies. American women, working in Chapters all over the country, are making more than half a million articles every month. Great stocks of clothing provided by their labors are held in readiness in emergency centers all over Great Britain, and with them English volunteer workers have been enabled to outfit and comfort the victims of air-raids almost before the enemy bombs stopped falling.

Babies born amid the din of bursting bombs face the world snug and warm in American-made woolens, and women and children hurriedly evacuated from the danger zones with nothing more than the clothes they stand up in are provided with complete new outfits bearing the labels of American Red Cross Chapters from Maine to California.

TWO MILLION CHILDREN STILL IN NEED

The needs continue to be urgent, and requests have come from Lady Reading for the American Red Cross chapter workers to aid in clothing the two million evacuated children, and the additional thousands of homeless who are created weekly by the bombing of their cities and villages.

Under the leadership of Mrs. Dwight F. Davis, director of Volunteer Special Services for the Red Cross at Washington, D.C., National Headquarters, staggering quantities of garments and surgical dressings are being turned out. In the last few months the rate of production has increased by leaps and bounds. From September 1939 to September 1940, articles made by Red Cross workers reached a

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total of almost two million; in the following four months the number produced exceeded the whole output of the preceding year. New workers, impressed by the urgent need for keeping up a steady flow of supplies, are constantly coming in, and the output of garments, already greater than at any period in the history of the Red Cross, is likely to set new records this year.

Two million, or any other large number, may not convey much to the imagination, but it took many hours of labor to build that mountain of goods. Even an experienced knitter may take as long as 30 hours to make a sweater - and over 650,000 sweaters already have been sent abroad - and every other item represents a substantial amount of somebody's time. At least 14,000,000 hours of work, (which runs into quite a number of years), must have gone into the production of that two million articles, garments and surgical dressings, according to a computation made by Miss Mabel T. Boardman who was for many years director of Volunteer Services, and is now secretary of the Red Cross.

In addition, all that labor contributed by volunteer workers represents a saving of at least $5,000,000, says Miss Boardman. For those who like statistics, she adds, Chapters have cut up and sewn 12,952,092 yards of cotton material and 2,482,311 yards of attractive woolen mixture material used for dresses, while knitters have turned some 1,310,000 pounds of worsted into sweaters, socks, afghans, beanies and shawls. Dresses for all ages and sizes have been a large item in every Chapter, and altogether at latest count, almost 400,000 had been sent to Europe, while 132,375 beautifully made layettes have been among the most acceptable of the gifts.

THE PERSONAL TOUCH IS ADDED

Workers are justly proud of the beautiful hand work, the bright buttons, the touches of embroidery and other original details which give style and variety to the clothing.

Surgical dressings have been prepared with a care and precision which has drawn many compliments from across the Atlantic, and the dainty stitching on the baby

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layettes has well repaid the extra time and effort involved in the joy and encouragement it has brought to women bearing their babies under the most discouraging conditions.

Lady Reading, in a letter to Miss Boardman, spoke of the feeling these gifts inspire: "I am so interested to hear from you that the work of preparing supplies for England is being beautifully and sympathetically done," she writes. "It is this feeling that the gifts you so generously send us are prepared in a spirit of real friendship and affection that gives them such added grace in our eyes. It is a tremendous inspiration to our women who are giving so much of themselves towards the war effort to know that the women of your country have organised themselves so magnificently for the purpose of sending us aid in this terrible hour."

The response to the appeal of the American Red Cross for volunteers to take part in this war relief effort has indeed been magnificent. In the cities work in the Chapters is in full swing all week long, and something of what is being done in the rural areas may be glimpsed in this letter from a production chairman in an agricultural district. "The country women are putting their best into this work," she wrote. "It is their contribution to a suffering people and they are thrilled that the Red Cross can take their gifts across. They have little besides labor to give, and the most labor comes from those who have so much to do that you don't see how they can do more ..... mostly farm women, who feed the hogs, chickens, in fact all the stock, milk the cows, cook, scrub, wash for their own families and do their own sewing, even to making their tailormade suits ..... actually some of these volunteers have given several hundred hours."

CHILDREN AID THROUGH JUNIOR RED CROSS

The work knows no age limit. Old ladies past the centruy mark send in wonderful knitting, and one little girl, too small to knit or sew, raised blisters on her tiny fingers cutting up scraps for stuffing pillows! The Junior Red Cross has made a great contribution of over 100,000 garments for children overseas. Working in their Home Economic classes or in vacation groups under Chapter supervision, older

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girls have made a variety of garments, layettes, dresses, underwear, knitted sweaters, caps and so forth, while the tiny tots have woven squares for crib-size afghans and done other simple work. Boys, too, have taken part in the Junior Red Cross production in a number of ways, and in one school even cut out and tailored suits for refugee boys.

One of the nicest projects of the Junior Red Cross program is the making of "pocket toys" from all kinds of scrap material - soft little articles that can be slipped in the pockets of the new garments to be a surprise for the child who receives them - colored felt Donald Ducks and other amusing characters for the smaller ones, powder puffs, bright flowers and lapel ornaments for the older ones.

The Junior Red Cross label is sewed on all the articles, and thank-you letters from boys and girls overseas, says James T. Nicholson, director of the Junior Red Cross, show how thrilled they are to recognize the work of their fellow Junior Red Cross members in America. It is an enriching experience, too, for the boys and girls here to know that they are able to give real help to their fellows in their need.

Many foreign born groups have welcomed the opportunity given them through the Red Cross Chapters to knit and sew for their dear ones in the old countries, and as they take part with American women in this great humanitarian effort they are establishing new bonds of understanding with the country of their adoption.

Women make up the great majority of the 1,000,000 volunteers, but thousands of men are also doing their share of war relief work - through committee work, packing, transportation and garment cutting. Some are expert knitters, and in the District of Columbia Chapter is displayed a quilted comfort made by men at the Jewish Old Folks' Home, the youngest of whom is a mere youngster of 81 years.

HOW THE W.V.S. DISTRIBUTES

The way all this quantity of garments is shipped and distributed is a whole story in itself. The bulk at present is going to Great Britain, where it is consigned direct to the W.V.S. This organization, which now numbers some 800,000 women was started in the spring of 1938, when volunteers began to drill and prepare themselves to play their part in any national emergency. As war swept across Europe they were called on to receive, feed, clothe and generally help the great swarms of refugees who fled to England. When women, children, sick and aged were evacuated from London and other large cities, it was the W.V.S. which took care of the details of housing, transportation and feeding, and ensured the smooth running of this great migration. Working in close cooperation with the Government authorities, these women staffed the emergency centers set up all over the country to care for air-raid victims.

Under the able leadership of its dynamic chairman, Lady Reading, the W.V.S. had already demonstrated that it could function smoothly and efficiently under the most difficult conditions, and when the need for prompt relief to homeless civilians assumed huge proportions, it was to this organization of able and experienced local workers that the Red Cross confided the task of distributing the gifts which the people of the United States were piling up in such generous quantities.

Warm, new clothing made in quiet homes or busy workrooms in America is found right in the front line of battle. Stores of garments are held ready in emergency centers in strategic points all over the 12 autonomous "Regions" into which the Government has divided the country for purposes of defense. When bombs strike, supplies from neighboring centers are rushed to the scene of what the British call "the incident".

MAIN DEPOT IS LORD HALIFAX' HOME

The main depot in London is at 88 Eaton Square, formerly the town house of Viscount Halifax, British Ambassador to the United States, who turned the mansion over to the W.V.S. at the beginning of the war. Bowen McCoy, executive officer of the American Red Cross Committee in London, after a recent visit to this depot, wrote to Mr. Norman Davis, the national chairman in Washington, that he had had an opportunity to see "how very efficiently the stocks are kept and sorted for re-issue to local clothing depots...The quantity handled is really enormous. I saw beautifully made garments, including sweaters, dresses, knitted scarfs, etc., bearing the labels of the following Chapters: San Diego, Los Angeles, South Eastern Pennsylvania, Detroit, Omaha, Seattle, Baltimore; Morristown, N.J.; Pierce County, Tacoma, Wash.; Boston, Mass.; Knoxville, Tenn.; Harrisburg, Pa.; Whatcom County, Bellingham, Wash.; Bloomington, Ill.; Manchester, Conn.; and Glen Ridge, N.J. All the garments are being rapidly put into parcels for distribution to air raid victims in the London area ... You can honestly and definitely tell our Chapter production workers that the things they are making are considered first-class by the women who distribute them here, and they are serving a most useful purpose."

Through a staff of experienced field workers, the American Red Cross observes the way the supplies are used. After the terrible catastrophe at Coventry, Mr. McCoy visited distribution centers in the nearby towns of Kenilworth and Warwick, and saw clothing "being given out by the W.V.S. in a businesslike manner", - sweaters, dresses, shoes, underclothing, stockings, warm trousers, mackintoshes, shirts and scarfs - bearing labels of Dallas, Tex.; Addison County, Vermont; Dayton, Ohio; Concord, N.H.; La Jolla, Calif.; Billerica, Mass.; Delhi, Calif.; and Carbon County, Utah.

His report draws with stark simplicity a picture of the plight of child victims. "I saw a hostel in Warwick", he writes, "with sixty-three Coventry children in it. The matron had been able to locate the parents of only two. They were all quite young, none I would say over eight years of age, and most of them had their little heads or arms or hands or legs in bandages.... Certainly everyone who had contributed time or money to the American Red Cross to feed and clothe and help maintain them would have been satisfied that their efforts were for a good cause if they could have gone with me to the Warwick hostel." It is small wonder that at this time there is special emphasis in Chapter quotas on the need of clothing for young children from 6 months to 5 years old, both in Great Britain and unoccupied France, to which 25 tons of children's clothing were recently sent on the "mercy ship" the SS Cold Harbor.

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After a trip through the western counties of England, Red Cross representative D. L. Gill wrote.. "I visited the W.V.S. Clothing Depot in Cheltenham, Glocester, which is typical of the many provincial towns in this part of England, now crowded with evacuees and bombed out civilians from the London area. Many of them had lost practically all their possessions and had arrived at Cheltenham desperately short of clothing. I saw the distribution of girls' woolen frocks, beautifully made by the Chapters in Petersburg, Va.; Newport, R.I.; Milwaukee County and Boston Metropolitan. They were received by the children with obvious delight ... At the Maternity Home at Newton Abbot, Devon, I saw newborn babies, whose mothers had fled from the bombing in London, completely outfitted with layettes from the Lexington, Ky., Chapter and from Cumberland County. None of the relief supplies were received with such pleasure as these sets of handmade infants' garments."

LAYETTES RECEIVED WITH DELIGHT

Another report mentions, "Every place we go on our field visits we are told how extremely valuable are the Chapter-made layettes. Everyone is most enthusiastic with their completeness and the careful workmanship which goes into them." Amidst the rush and turmoil of her busy day, the matron of a maternity home took time to write a letter which every womanwho has spent long hours stitching on pink or blue baby garments will read with satisfaction. "I do not know how to thank you for the wonderful parcel of 6 layettes... When I took the layette to Mrs. M. she looked at the parcel. I told her what it was, and she was just too overcome to undo it. When I undid it she just cried and said, 'I am overwhelmed. I never expected this. It is just too lovely...' She had it spread out on the clean bedspread for my W.V.S. helpers in the house to come and inspect. They all saw it, and I can assure you that any American ladies who could have seen what happened would have been more than repaid for their great kindness and generosity...."

Another W.V.S. organizer tells of an expectant mother who arrived on a train from Coventry with two young children and no luggage whatever. "We got her to our little cottage hospital just in time to welcome 'William'. He now faces the

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world in one of the American Red Cross layettes and his mother is being fitted out with underclothes by you as well."

A book could be filled with similar letters and incidents that show how welcome are the gifts from America. Lady Reading, writing to Mr. Ernest J. Swift, vice-chairman in charge of insular and foreign operations of the American Red Cross, expresses the general feeling when she says "We are overwhelmed with gratitude to the American Red Cross for the wonderful gifts you are sending us.... Words of mine are inadequate to express my own happiness in being able, thanks to the American Red Cross, to give this help to our countrymen and women in their so tragic hour, and to be able to do it quickly."

And a naive note from a little girl in hospital shows that the pretty little garments, made perhaps by some Junior Red Cross girl, interest her far more than her injuries, which she does not even mention. "Dear Friends in America", she says, "I am sending a letter to say thank you for the lovely dresses you made. A little girl is wearing a blue dress with flowers and it has red buttons down the front. I am in bed now but I am getting up on Monday. I will be wearing one of the dresses you made. I am wearing some blue pyjamas with pink on them."

NEEDS STILL NOT FILLED

In spite of the tremendous amount of clothing which Red Cross volunteers have already sent abroad, there are no large surplus stocks and supplies still are far from completely filling the needs. Shipments to Greece are increasing in volume, and the demand for children's clothing in unoccupied France is very great. As conditions change, new patterns are being developed and new projects evolved. One of the most recent undertakings is the making of emergency air-raid shelter kits for women forced to flee from their homes without their personal belongings.

Consideration of climate, of custom, and of various other factors have to be taken into account in planning for production on such a wholesale scale. At the Red Cross production headquarters in Washington much time and thought is given to working out plans for the garments which are to be made. In the making of layettes, dresses and other items, the Chapters almost invariably use standard American patterns, simplified and adapted, where necessary, to the needs of large scale cutting out. Europeans admire the smart cut of the clothes, and from W.V.S. distributors frequently come such comments as "your American styles are highly acceptable here."

These huge gifts of clothing, which already amount to a value of close on $7,000,000, have done more than reclothe the cold and homeless. The Red Cross garments which keep pouring in a steady flow across the seas are a big factor in maintaining morale. And busy fingers, knitting and sewing in workrooms and homes all over the United States, are doing more than turning out immense quantities of clothing. They are weaving a bond of sympathy and good will between the nations, that grows stronger with every dress that is sewed, every surgical dressing that is rolled and every sweater that is knitted.

# # #

VOLUNTARY ORGANIZATIONS - 1940-1941

To the Council of
Social Agencies:

Please make reservation for me at the Inaugural Meeting to be held on Monday, May 19th , at the Y. W. C. A., 17th and K Streets, N.W.

(Signed)

Guests:

Price
55 cents

U.S. POSTAL CARD
1 ONE CENT 1
JEFFERSON

THIS SIDE OF CARD IS FOR ADDRESS

COUNCIL OF SOCIAL AGENCIES OF THE
DISTRICT OF COLUMBIA AND VICINITY
1101 M STREET, N. W.
WASHINGTON, D.C.

MRS. HARRY S. BERNTON
PRESIDENT

CHARLES W. PIMPER
TREASURER

THE COUNCIL OF SOCIAL AGENCIES
OF THE
DISTRICT OF COLUMBIA AND VICINITY
1101 M STREET, N. W.
TELEPHONE METROPOLITAN 2285

MRS. W. A. ROBERTS, EXECUTIVE SECRETARY

May 8, 1941

To Council Delegates and
Committee Members:

"Volunteers for National Defense" will be the subject of the next meeting of the Council of Social Agencies to be held on Monday, May 19th at 12:30 at the Y. W. C. A., 17th & K Streets, N.W.

This will be the inaugural meeting of the new officers:
Mr. James V. Bennett - President
Mrs. William Kittle - First Vice-President
Judge Fay L. Bentley - Second Vice-President
Charles W. Pimper - Treasurer
who were elected at the last meeting of the Board of Directors.

New business will be the recommendation of the Board for membership in the Council of St. Elizabeths Hospital and the D. C. Home Economics Association.

- - -

Discussion of the topic mentioned above will focus upon the new Volunteer Service Bureau of the D. C. Defense Council, and its objective of supplying to the community all services which volunteers may give at this critical time, and during the emergency period.

Come and learn how you may help!

Sincerely yours,

James V. Bennett
President

R.S.V.P.

ADVANCE RELEASE **ADVANCE RELEASE**

OFFICE OF CIVILIAN DEFENSE

For Release at 10 a.m., EST
Saturday, November 8, 1941

PM 1530

Address by Paul V. McNutt, Federal Security Administrator, before the Conference on Women's Activities in Civilian Defense, Conference Rooms of Government Auditorium, Washington, D.C., at 10 a.m., EST, November 8, 1941.

THE VOLUNTEER'S OPPORTUNITY IN COMMUNITY ACTION PROGRAMS

Today in the United States we must save for national defense — save food, and a thousand and one other key materials. We are going all-out to conserve national resources with a single purpose — to be strong, to be ready, to be forearmed against every threat.

We must save these things — no one questions that. But this is the beginning, not the end, of the conservation story. Our one greatest resource — the power that makes the wheels of national defense go round — is the strength of human hands and brains and hearts — the million man-hours of time and intelligence and courage that defense demands.

We must save our human resources, if we are to save democracy and the American way of life.

This is not an empty generality. It is a practical necessity — a here-and-now job in every town, city, and village of the country. But it is not easy. It is a challenge to you and me and all our fellow-citizens.

Of all the people in the United States, no group is in a stronger position to accept that challenge and go into immediate action than you. As leaders of our national women's organizations, you are experienced in one of the most essential elements of national defense. That essential is team-work — the joint effort and joint determination that gets things done.

This kind of cooperation — through voluntary participation and individual initiative — was never more clearly a part of the democratic process than it is today. We are utilizing all our established machinery of government for national defense; we are gearing it to this all-out task to the fullest possible extent. We are looking to industry and labor for the same unqualified cooperation. But this is not enough. We must also look to individual citizens — men and women — to help plug the gaps and maintain the essential services which the times demand. We must look to you, as experienced leaders, to help expand this kind of voluntary team work.

Nowhere is this more evident than in the sectors of national defense for which The Office of Defense Health and Welfare Services is responsible. And in all these sectors — education, recreation, nutrition, health, family security, and child care — individual citizens, both men and women, have already demonstrated what volunteers can do when they all pull together. We count on you to help make this "community of responsibility" even more universal and even more effective.

Like our armed forces and like our national industry, all our established community health and welfare services must expand -- and that at the very time when upheavals in individual, family, and community life are aggravating old problems and creating new ones. Anyone who doubts the depth and breadth of the emergency on this front has only to look at the facts. Here are a few:

As a result of the defense-town shortage in schools, a third of a million boys and girls are now "school children" only by courtesy.

More than 150,000 young men have been found unfit for military duty because of physical disabilities related to malnutrition.

Trailer camps near some of our giant new defense plants constitute a new kind of "slum on wheels" that offers almost unparalleled hazards of over-crowding and insanitation.

Country villages near military posts have been literally inundated by hordes of service men on leave -- in desperation commercial establishments like restaurants and motion picture theaters have even adopted a "lock out" policy to stem the overpowering tide of customers.

Thousands of families who have found themselves penniless and stranded in strange towns, have been barred from public relief because of the artificial barriers of legal-settlement laws.

That is one side -- the most urgent and the most dramatic -- of the defense picture as it affects families and communities. But I am not altogether certain that in the long run it will prove to be the most important part of the picture. For even in the town that never sees a soldier or sailor loitering on Main Street, that never hears the midnight factory whistle calling in the third shift workers — even in such a town, if there is one, the community feels defense pressures and has defense obligations.

The million and a half men in military service, the added millions in defense industry, come from everywhere. What happens to their families in "home towns" from coast to coast is important to defense. And beyond that again, what happens to us all is important — vitally important, not only to defense but to the whole cause of democracy.

We must preserve that which we are now preparing to defend -- the health and strength and independent courage of all the people, the cooperative self-service and self-protection that Americans have come to take for granted as part and parcel of our community life.

How can we do all this? The best way — perhaps the only way — is to expand and supplement our existing services so that they can meet the desperate demands of today without sacrificing their standards or their effectiveness.

That is where — and why — volunteers come into the picture. There is nothing new about this "lay" participation in these community services with which our Office is particularly concerned. It was the lay citizen with vision and a sense of social responsibility who first saw the need for developing these services. And throughout the years, it has always been the layman of insight and understanding who has helped to make a place in the community for health and welfare agencies and who has served as liaison between the service and the people.

This function of the volunteer--as board member and advisor, as "best friend and severest critic" -- is at least as important now as at any time in the past. But in a period of emergency like the present, health and welfare agencies must look to volunteers for other kinds of help as well, in order to spread essential services so that they can meet emergency needs. The purpose is to strengthen, rather than dilute, the contribution of the agency to its community and to the individuals who look to it for service of one kind or another. Utilizing volunteers on any stop-gap or pinch-hitting basis would be a dis-service to all concerned.

Who are the volunteers enlisting on these sectors of defense? Well, among them are many professional people -- practicing doctors, dentists, lawyers, nurses, social workers, and their colleagues in other professions are giving generously of their own "free" time. And they are being supplemented by a secondary group of professionally trained volunteers -- those, mainly married women, who have been technically trained, but are not presently practicing a profession as a means of livelihood. But the great army of volunteers does not fall within this specialized group. It is a "lay" army -- which does not imply at all that its members lack skills, competence and capacities of their own. Housewives, business men, office or factory workers, teachers, and all the rest -- they are the backbone of the nation. And not the least of the qualities which they bring to the defense program is their eagerness to be useful, to have some part in this national effort.

What can they do? Well, the best way to answer that is to tell you what some volunteers are already doing.

Take recreation as an example. In the over-burdened towns near military posts and industrial centers, who but volunteers make possible the dances -- and dancing partners; the canteens and cookie jars; the home dinners and the friendly welcome through which communities, big and little, are serving men on leave and making their leisure a national asset? Thanks to volunteer efforts, a lot of towns and villages have, in fact, actually succeeded in reversing the old saying that "you can't make bricks with straw." With hardly a straw of recreation facilities, they have managed to build something really fine and really solid in the way of community hospitality and entertainment for men on leave.

In family welfare agencies, the experienced consultant can make her own service count for more if there is a trained volunteer to help in following up the many non-technical details that may be involved in reestablishing a single family on a self-sustaining basis. Such jobs might include looking for possible living quarters; taking children to a clinic; gathering together furniture and household equipment; and finding out where the family might make helpful neighborhood contacts with churches, playgrounds, settlements, and so on. Other ways in which volunteers can help to spread these family services, left shorthanded in the face of emergency demands, would include such jobs as shopping to check local food costs; helping to run a sewing room for renovating clothing; paying friendly visits to shut-ins; helping with the children in a day nursery or settlement; lending a hand at the all-important office routines, from stenography to statistics.

And nutrition -- from community canning projects to demonstrating how to pack a good school lunch -- this great and growing program is already enlisting an army of volunteers. In the country they have the opportunity and responsibility of increasing food production, as well as of improving food use -- in community or school gardens and on their own land. City people cannot share in this great job; but they can and do share in the equally important job of improving their own and the community's knowledge and practice in buying and cooking and eating food that is good for their families and good to eat. From coast to coast -- wherever nutrition recruits have gone to work, "better food and more of it" is paying rich dividends in the health gains of men, women, and children.

These programs are already going concerns. But do not think that the job is done. On the contrary it has only begun. We have proved what even a few volunteers can do; now we must go forward on a really nationwide front. The Volunteer Offices which the Office of Civilian Defense is asking State and local defense councils to set up will offer the channel for this kind of team work -- in your community and in the nation.

The volunteer activities just cited are, of course, only suggestive. They do not begin to cover the possibilities open to volunteers in the health and welfare field. But I can leave it to you to find where you and all those who look to you for guidance can be most effective -- not only in these programs, but also in consumer's activities, in the schools, and other services to children, in health programs and all along the line. Most of these other fields of service are to be discussed this morning by the specialists with whom I share this platform. I shall very soon turn this discussion over to them.

My reference to health brings up, however, one part of your program to which I want to call your particular attention -- though it does not, I hasten to add, constitute a part of the volunteer program. This is the effort, sponsored by the Public Health Service, to recruit 50,000 young women for training as professional nurses. This addition to the nation's nursing corps will help substantially to make up the alarming shortages with which we are confronted. Some $1,200,000 in Federal money has been made available to hospitals and training schools to expand nursing education. I am glad to report that 45,000 young women -- high school and college graduates -- have already enlisted for this training. This is a fine record, but we still need the additional 5,000, if we are to make up our arrears. I am sure we can count upon your good offices to inform young women -- and their families -- of the opportunities for training and service which the nursing profession offers them now and for the future.

This, of course, is far from being the only field in which we need to be concerned for the future as well as the present. The obligation of maintaining and improving the general welfare of all the people is particularly urgent today; but it did not begin with national defense, nor will it end when the present emergency is past. We should all of us be thinking and planning, so that we may not be wholly unprepared to meet the problems of readjustment which will sooner or later face us.

In solving these post-war problems, community services will play a vital part -- and one for which they will need to be as fore-sighted and as well equipped as possible.

The volunteer service which is helping them over this emergency has its roots in the fundamentals of that democratic way of life which we are now preparing to defend. It is not too soon to give at least some thought to how it may contribute to the common good on the enduring basis for which we look to the future.

This job is big enough to absorb all our energies -- and it entails a thousand little tasks small enough to utilize all our scraps of time and all our humbler talents. Whatever a man or woman can put his hand to, the "help wanted" sign is out.

You may recall how Benjamin Franklin — himself the prototype of the volunteer public servant — put it. In his homely way, he said:

"For want of a Nail the Shoe was lost; for want of a Shoe the Horse was lost; and for want of a Horse the Rider was lost, being overtaken and slain by the Enemy; all for the want of Care about a Horseshoe Nail."

That horse-shoe nail was the symbol of all the little, essential necessities of life in "Poor Richard's" time. Today it may have lost its meaning. We need new symbols for the million small essentials that keep the wheels of our complex modern life geared and greased. But the principle — of preserving the whole by saving and salvaging its smallest part — was never more needed.

It is needed in the nation: no city is so self-sufficient, no farm family so isolated, that it can live — or die — unto itself alone. It is needed in defense; for defense begins at home -- with the realities of daily life. This is equally true in our great cities and in our great open spaces. The important thing —everywhere — is to start, to use whatever is at hand, to do this job that must be done — to preserve the whole by safeguarding its smallest part. That is what volunteer service means to the nation. And that is the way to make the most of America.

Woodrow Wilson once said: "America is not anything if it consists of each of us, and it can consist of all of us only if our spirits are banded together in the common enterprise.....of liberty and justice and right."

That truth has been sometimes ignored, but never forgotten. And in every time of national need it has emerged with renewed clarity and conviction. So now, once again, armed forces and other agencies of government, organized groups and individual volunteers —— all of us are banded together in a common enterprise. We are saving and salvaging and strengthening the human values by which and for which we take our stand.

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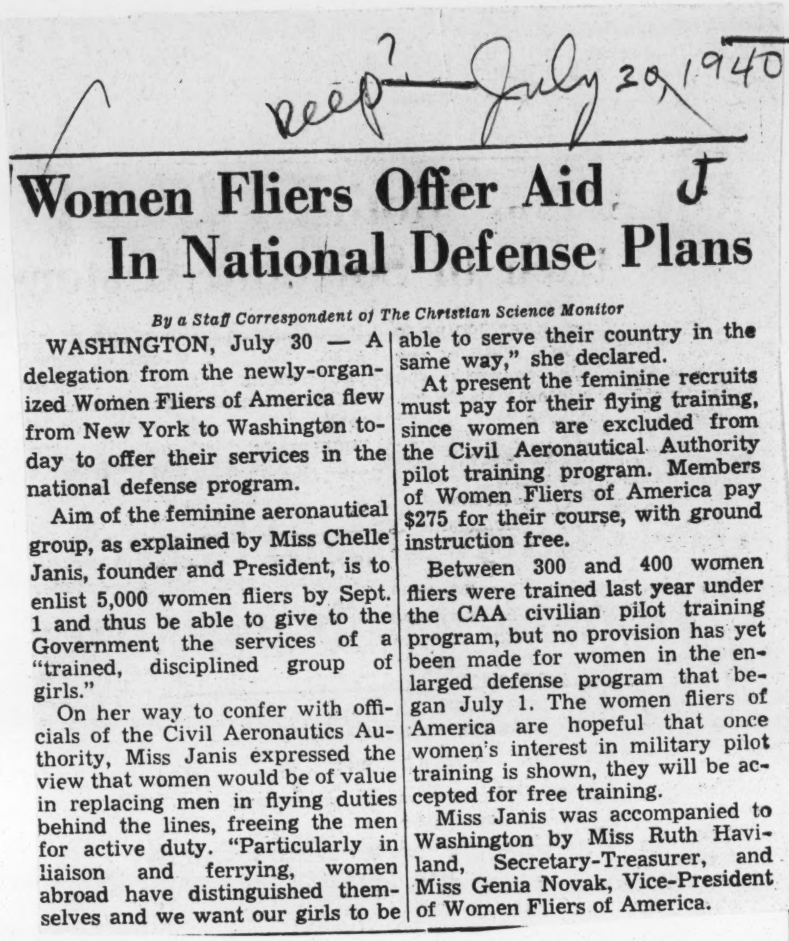
CHRISTIAN SCIENCE MONITOR - 1940



Keep? — July 30, 1940

Women Fliers Offer Aid In National Defense Plans

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By a Staff Correspondent of The Christian Science Monitor

WASHINGTON, July 30 — A delegation from the newly-organized Women Fliers of America flew from New York to Washington today to offer their services in the national defense program.

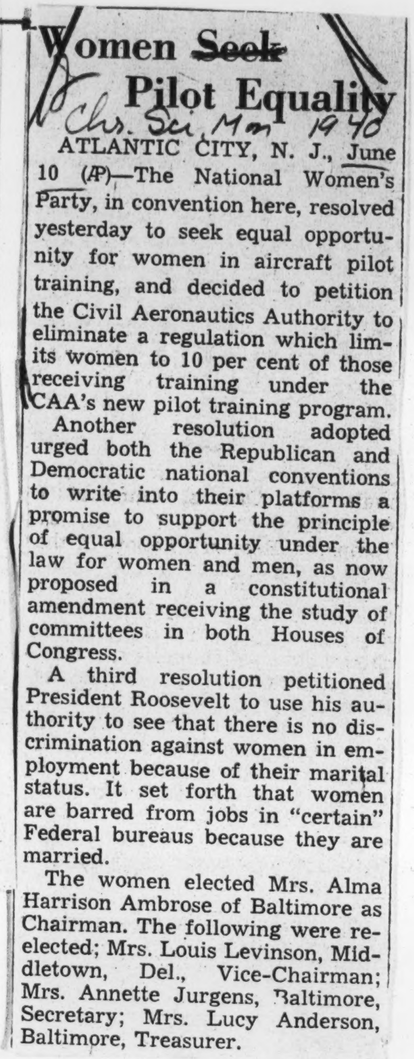
Aim of the feminine aeronautical group, as explained by Miss Chelle Janis, founder and President, is to enlist 5,000 women fliers by Sept. 1 and thus be able to give to the Government the services of a "trained, disciplined group of girls."

On her way to confer with officials of the Civil Aeronautics Authority, Miss Janis expressed the view that women would be of value in replacing men in flying duties behind the lines, freeing the men for active duty. "Particularly in liaison and ferrying, women abroad have distinguished themselves and we want our girls to be able to serve their country in the same way," she declared.

At present the feminine recruits must pay for their flying training, since women are excluded from the Civil Aeronautical Authority pilot training program. Members of Women Fliers of America pay $275 for their course, with ground instruction free.

Between 300 and 400 women fliers were trained last year under the CAA civilian pilot training program, but no provision has yet been made for women in the enlarged defense program that began July 1. The women fliers of America are hopeful that once women's interest in military pilot training is shown, they will be accepted for free training.

Miss Janis was accompanied to Washington by Miss Ruth Haviland, Secretary-Treasurer, and Miss Genia Novak, Vice-President of Women Fliers of America.



Women ~~Seek~~ Pilot Equality

Chr. Sci. Mon 1940

ATLANTIC CITY, N. J., June 10 (AP)—The National Women's Party, in convention here, resolved yesterday to seek equal opportunity for women in aircraft pilot training, and decided to petition the Civil Aeronautics Authority to eliminate a regulation which limits women to 10 per cent of those receiving training under the CAA's new pilot training program.

Another resolution adopted urged both the Republican and Democratic national conventions to write into their platforms a promise to support the principle of equal opportunity under the law for women and men, as now proposed in a constitutional amendment receiving the study of committees in both Houses of Congress.

A third resolution petitioned President Roosevelt to use his authority to see that there is no discrimination against women in employment because of their marital status. It set forth that women are barred from jobs in "certain" Federal bureaus because they are married.

The women elected Mrs. Alma Harrison Ambrose of Baltimore as Chairman. The following were reelected; Mrs. Louis Levinson, Middletown, Del., Vice-Chairman; Mrs. Annette Jurgens, Baltimore, Secretary; Mrs. Lucy Anderson, Baltimore, Treasurer.

Women's Ambulance Units Are Merged Into One Body

Miss Garett's Safety Patrol Has Joined With Red Cross Motor Corps; To Have 150 Trainees

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In Sun, Baltimore, Maryland, April 28, 1941

Miss Katharine B. Garrett's Women's Ambulance and Safety Patrol, organized in January, and since then functioning as a training school for feminine motor mechanics, has been merged with the Motor Corps of the Baltimore Red Cross Chapter, it was announced last night.

The combined unit will have a trainee membership of almost 150. Miss Garrett will act as cochairman with Mrs. James A. Lenfesty, head of the Red Cross Motor Corps.

Although the new organization is assuming the name of the Red Cross unit, it will operate on principles similar to those that governed the former W.A.S.P., both Mrs. Lenfesty and Miss Garrett said.

Many W.A.S.P. requirements will be continued in the new organization, and the young women will be required to complete courses in emergency motor mechanics and Red Cross first aid to become eligible for membership.

A new requirement, making one hundred hours of Motor Corps service a year compulsory on the membership, will be enforced in the new organization.

Approximately fifty trainees of the former W.A.S.P. will have completed their first-aid courses and will be eligible for full-fledged membership in the new organization on Friday. Previously, this group completed a six-week course in motor mechanics, map reading, convoy driving and similar subjects.

The fifty members of the former Red Cross organization have received various training, but none has completed training comparable to the new standard Motor Corps requirement, Mrs. Lenfesty said.

When the young women finish their mechanics and first aid training, they will become eligible to wear the standard Red Cross outdoor uniform, a gray-blue costume made up of a cloak, skirt, blouse and overseas cap.

Will Distinguish Corps

Insignia on the cap will distinguish the Motor Corps from other Red Cross services.

Besides the fifty members of the former Red Cross Motor Corps who are expected to register in the new organization and who will begin mechanics training in a large Baltimore garage, another group of fifty untrained W.A.S.P. women will begin the same work.

The training will be carried out under the direction of two mechanics and the foreman at the garage.

Women, Preparing for War, Take Cars Apart And Sometimes Get Them Together Again

(In World-Telegram, New York City, April 26, 1941)

Take 80 women. Equip them with a grim determination to help their country in its war preparations. Expose them to seven lectures on automobile mechanics, a decidedly unfeminine subject. And—this may surprise some husbands of women drivers—a good many of them will learn something about cars.

It's been tried. A. W. Pickett, an automobile dealer, has been giving the course in the basement garage of his salesroom at 1880 Broadway.

"They're really doing pretty well," Mr. Pickett said. "About half of them are actually getting a grasp of what an engine is about, though the rest just don't seem mechanically minded. On the one test we've given so far most of them ran either very high or very low. They either got it or they didn't, and not many barely passed."

That was the way they looked at a recent session. Half the class was listening to a lecture and the rest were grouped around four cars whose engines had been disabled.

Bending over the open hood of a car while a reporter eavesdropped, Stella Baker of 10 W. 61st St., a telephone operator in the Department of Sanitation, was explaining to a friend the workings of the distributor, the mechanism that makes cylinders fire in proper turn. She knew what she was doing, too.

She detached the wiring, removed the mechanism from the engine, took it apart to show its inner workings and put it back in perfect order.

Miss Baker said she was taking a number of courses so that she could do a man's job if the need ever came. She has just completed a 60-hour course in parachute-packing and is about to begin one in map-reading.

Another intent student was May Wilkie, 31-21 54th St., Woodside, who has a Wall St. job. Miss Wilkie is a member of the American Women's Assn., and they have formed a cadet corps to learn actual soldiering, she said.

"We marched in the rain in the Army Day parade," she said proudly, "and that's more than the Home Defense Corps did. They didn't have raincoats."

The girls who were trying to fix the disabled cars seemed to be having some trouble.

"Let her get in here," cried a girl behind the wheel of the car over which John J. Sciacca, service manager of the salesroom, presided. "I got an idea." It didn't work. Neither she nor her classmates had noticed the disconnected battery cable which dangled loosely in plain sight.

"There's grease in there. Maybe that's it," suggested another hopefully. Mr. Sciacca explained gently that the grease was supposed to be there.

There was a long intent silence while a dozen women peered into the darkness under the hood. Somebody called for a screwdriver.

Suddenly there was a soprano squeal of delight. Somebody had spotted the loose cable and a moment later the car was running.

(See clipping for illustrations).

CODE OF ETHICS
FOR VOLUNTEERS

AS A VOLUNTEER, I realize that I am subject to a code of ethics similar to that which binds the professionals in the field in which I work. Like them, I assume certain responsibilities and expect to account for what I do in terms of what I am expected to do. I will keep confidential matters confidential. I interpret "volunteer" to mean that I have agreed to work without compensation in money, but having been accepted as a worker, I expect to do my work according to standards, as the paid staff expect to do their work.

¶ I believe that all work should be carefully analyzed in order that work methods may be standardized. I believe that people should be studied in order to determine what jobs they can do and like to do and that, as far as possible, they should be assigned to jobs they can do well and enjoy.

¶ I promise to take to my work an attitude of open-mindedness; to be willing to be trained for it; to bring to it interest and attention. I realize that I may have assets that my co-workers may not have and that I should use these to enrich the project at which we are working together. I realize also that I may lack assets that my co-workers have, but I will not let this make me feel inadequate but will endeavor to assist in developing good teamwork.

¶ I plan to find out how I can best serve the activity for which I have volunteered and to offer as much as I am sure I can give, but no more. I realize that I must live up to my promises and, therefore, will be careful that my agreement is so simple and clear that it cannot be misunderstood.

¶ I believe that my attitude toward volunteer work should be professional. I believe that I have an obligation to my work, to those who direct it, to my colleagues, to those for whom it is done, and to the public.

¶ Being eager to contribute all that I can to human betterment, I accept this code for the volunteer as my code to be followed carefully and cheerfully.

AMERICAN ASSOCIATION
OF UNIVERSITY WOMEN

Washington, D. C.
1940

MILLION WOMEN NOW WORKING IN RED CROSS

Washington, D.C., April 21 —American Red Cross volunteers have grown from 53,000 women when war broke out in September, 1939, to an enrollment of 1,000,000.

Mrs. Dwight Davis, head of the special services, cited those figures today to 5,000 delegates assembled in the American Red Cross' largest annual convention.

Then she enumerated what these women volunteers had done—knitted nearly 5,000,000 garments, sewed 3,200,000 more, made 21,000,000 surgical dressings and took first aid training by the tens of thousands.

"We are determined to redouble our efforts," she added. "Never has our country faced a graver situation. Let us acknowledge facts. As yet, we have made no sacrifices and the time has come when we must."

Let us take our training as willingly as do our sons, husbands and brothers and prove that no task is too small or too menial for workers in the American Red Cross," she urged.

Daily News N.Y.C.

April 22, 1941

Women's Clubs

Miss Alice Fowler (left), director of the night unit of the American Women's Voluntary Services, confers with chairmen of two activities: Miss Alice Donnelly (center), chairman of Sibley Hospital detail of A. W. V. S. workers, and Miss Nancy Long, chairman of motor corps and transport.

AMERICAN WOMENS VOLUNTARY SERVICES

Government workers by day, at night they become chairmen of activities at the American Women's Voluntary Services—(left) Miss Hazel Smith, chairman of first aid, and Mrs. Thelma Jex.

Post Staff Photos

Miss Muriel Hinds (left), assistant director of the night unit of the A. W. V. S., registers two girls for new classes: Miss Louise Hammond (center) and Miss Louise Anderson.

Government Girls Double As AWVS in Evening

By Lucia Giddens

Night after night, young women who work at full-time day jobs in offices put on the green uniforms of the American Women's Voluntary Services and go to its headquarters to keep activities going with gusto.

Quietly the night unit, which has been in operation only since the latter part of August, has grown to an enrollment of 604 workers, taking courses ranging from safety education and first aid to military map reading and auto repairs.

Miss Alice Fowler, who does clerical work at the National Geographic Society by day, becomes director of the A. W. V. S. night unit every evening promptly at 7 o'clock at 1640 Connecticut Avenue.

Mr. Raymond E. Lee, chairman of the Washington A. W. V. S., authorized the formation of the night unit, named Miss Fowler as director and appointed Miss Muriel Hinds as her assistant. Miss Hinds is secretary to an official of the National Geographic Society.

Other volunteer workers who have become heads of activities in the unit include Miss Nancy Long, secretary in the Public Buildings Administration, who is chairman of motor corps and transport; Miss Hazel E. Smith, a secretary in the Patent Office, chairman of first aid; Miss Margaret Bledsoe, secretary at National Geographic Society, chairman of publicity.

Mrs. Thelma Jex, who is with the Federal Works Agency, showed aptitude for the military map-reading course which some find difficult, so she qualified for chairman of map reading and motor aides, with Miss Millie Taylor, also of Federal Works Agency, as her assistant.

Miss Helen O'Connor, secretary in the Department of Justice, serves as chairman of safety education; Miss Alice Donnelly, secretary in the Patent Office, chairman of the Sibley Hospital detail; Miss Agnes Sheetz, of the Veterans Administration, chairman of the Rhoads Service Men's Club drivers; Miss Eunice Winegar, who is with the registry at the British Embassy, chairman of Rhoads Service Men's Club hostesses; Mrs. J. Florence Dietsche, of the Census Bureau, chairman of the telephone squad.

Already in the night courses there have been 158 graduates in first aid; 71 in running repairs; 84 in map reading and 52 in safety education.

A course in air raid precaution work and in telephone switchboard are expected to be started soon by the night unit.

Not only the chairman, but the students in the courses are largely women who work at full-time jobs during the day, and give their time as volunteers to learning community service.

Graduates in first aid are detailed to assist doctors examining selectees at Emergency, Sibley, Garfield and Georgetown Hospitals. First aiders also have been reporting for duty with the Red Cross at the street dances for service men.

Motor corps drivers on Tuesdays and Thursday transport hostesses to and from the Rhoads Service Men's Club. Six A. W. V. S. girls report to this club each Thursday to serve as assistant hostesses to the service men.

Four girls on Tuesdays, between 5 and 7.30 p. m., assist at the Central Volunteer Bureau as registrars and give out information to inquirers.

Every evening from Monday through Friday two typists and a registrar volunteer for duty at A. W. V. S. headquarters.

NEW YORK TIMES, THURSDAY, JULY 3, 1941.

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Army May Use Women To Ferry New Airplanes

Indicating that the Army may soon be prepared to use women pilots in the delivery of planes to the airfields for which they are destined, Colonel Robert Olds, commanding the Air Corps Ferrying Command, yesterday asked the Women Flyers of America, Inc., for lists of its members available for such service.

His letter, addressed to Mrs. Herbert Roth, managing director of the organization, requested information concerning women with 200 or more hours' flying experience who might give full time service as pilots or co-pilots. The letter did not explain whether such women would pilot ships for delivery to Britain across the Atlantic, or only within the boundaries of the United States.

The Women Flyers of America, organized as a defense project, has 500 members.

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WOMEN PILOTS' CLUB OFFERS DEFENSE AID

56 Volunteer in California—Red Cross Rejects Many

J N.Y. ~~Times~~ 6-4-40

SANTA BARBARA, Calif., June 3 (AP)—Fifty-six members of the 99 Club, a country-wide organization of women pilots, volunteered their flying services with the Army or Navy in any capacity in event of a national emergency.

Meeting at the Montecito home of Bessie Owen, well-known aviatrix, yesterday the fliers said they were capable of ferrying airplanes or piloting aerial ambulances.

Many club members are registered nurses and a large number own ɥeir own planes.

Drive Opens To Enroll 500 Women Fliers

Post

Organization Would Relieve Men Pilots At Home in Wartime

July 30-1940

A drive to enroll 500 girls to fly, in event of national emergency, with the Women Flyers of America, opens here today when New York leaders of the organization set up a local headquarters.

Miss Chelle Janis, president, Women's Civilian Air Corps; Miss Ruth Haviland, transport flier, and Miss Genia Novak, executive vice president, W. F. A., are scheduled to land here at 10 a. m.

"We want to arrange to make Washington planes and instructors available to the girls we will enlist," Miss Janis said yesterday in New York. "We want particularly to correlate the activities of the airports desiring to teach our girls, the girls themselves and the sponsors and honorary members."

The members, she said, are chosen among women who will pledge to learn to fly as part of the national defense program. Members range in age from 18 to 38, earn from $18 to $75 a week and pay for their flying training. The entire course, leading to a private pilot's license, costs the individual $275. Goal of the corps is 5,000 members, from all parts of America, by September 1.

The organization is aimed toward freeing men from routine flying activities behind the fighting front in war time.

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175 GIRL FLIERS ENLIST

N.Y. Times

Women's Group Starts Training of Auxiliary Air Corps

J 6-28-40

Enrollment of 175 girls here to train for wartime flying duty, said to be "the largest group of girls in the nation to start flying instruction simultaneously," was announced yesterday by the Women Fliers of America.

More than thirty of the girls started their training at once, Chelle Janis, founder and vice president of the group, said, and the remainder are to take their initial instruction flights tomorrow and Sunday.

Miss Janis added that the civilian women's air corps also had begun seaplane instruction. "We believe we can relieve men fliers from inland and oceanfront patrol duty in time of emergency, so that they can be used at the front," she explained. "Landplane girl pilots have been used in Europe for medical, liaison and ferry flying."

Training of Women Suggested For Duty as Liaison Pilots

Wash. Post May 22, 1940

English Girl Aviators Drafted in Limited Fashion for Such Service and to Ferry Planes Across Channel, Flier Reports

By Inez Robb

International News Service Staff Writer.

New York, May 21.—Liaison flying behind the battle lines was urged today as work for which the United States would be wise to enlist and train women pilots in the Nation's new program of air expansion.

In a limited way, English women pilots have been drafted to perform such services. Aline Rhonie, one of the Nation's foremost women fliers, said today before she took off on a two-month aerial tour of America.

England's competent women pilots have been used to ferry military planes across the Channel to French airdromes, thereby releasing male pilots for front-line duty. Miss Rhonie tried to enlist for such service, but was rejected because she was not a British subject. Since then she has been driving an ambulance in France, and is now on leave to raise funds in America to establish canteens for Allied pilots at the front.

"Women can be very valuable in liaison flying," said Miss Rhonie, one of the first women in this country to qualify for a transport pilot's license. "All Europe, however, has soft pedalled any discussion of such work since the world-wide repercussions which followed the shocking revelation that Russian women pilots had bombed civilians in the Finnish war.

"But women make not only capable pilots, but trustworthy auxiliaries. They would be excellent in cross-country and communications work. You give a woman flier an important message to deliver and 99 times out of 100 she'll get it there if humanly possible."

Miss Rhonie agrees with Jacqueline Cochran, ace woman flier who yesterday proposed the formation of a women's air corps, that women pilots should be confined to duties behind the lines which would release male pilots for front-line duty.

"Our place is not in the front line nor even in test pilot work," she said.

"Women make good teachers, and I agree with Miss Cochran that they could be most valuable in giving cadet pilots the first 75 hours of instruction before turning them over to military fliers for tactical instruction.

"But I think the Government should not overlook the fact that women develop into good aeronautical technicians and engineers when given the chance."

For the Army Wash. Post. 9-15-42

Jaqueline Cochran to Head Training of Women Pilots

Appointment of Miss Jacqueline Cochran as director of women's flying training within the Army Air Forces was announced yesterday by Lieut. Gen. Henry H. Arnold, commanding general.

Miss Cochran

Miss Cochran, long an outstanding flier, will be in charge of a program designed to create a pool of trained women pliots from which will be drawn, as needed, personnel for noncombatant flying purposes, to release as many men pilots as possible for cambat and other important duties. She will serve in a civil service status.

Formation of the Women's Auxiliary Ferrying Squadron, under the command of Mrs. Nancy Harkness Love, which was announced September 10, is part of the program for the utilization of this additional reservoir of trained pilots, it was explained. Under Miss Cochran, women will be trained in cross-country flying, using all navigational aids, to qualify as operating personnel for Mrs. Love's and such other units as may require it.

Details of the program, including the location of special airports in various sections of the country where the program will be carried on, will be announced later. It will be inaugurated as soon as possible.

Miss Cochran has just returned from England, where she took a group of American women pilots for service with the British Air Transport Auxiliary in ferrying operational equipment.

WOMEN TO ENLIST FOR AIR TRAINING

N. Y. Times

Recruiting for Civilian Corps to Serve in Emergency Will Be Started Tonight

June 24 1940

MEETING TO AID ALLIES

Will Be Held in Street Today —Plea Made for Evacuation of British Children

Recruiting for the women's civilian air corps will begin tonight at a mass meeting at the Hotel Plaza. Invitations have been sent to 3,500 air-minded women, and it is hoped that there will be an enrollment of 500 women to learn to fly. Vice Commander Millard Bennett of the American Legion Ad Post will speak on "Women in National Defense."

"We want to prepare a disciplined body of trained girls for their replacement value in time of national emergency," Mrs. Opal Kunz, president of Women Flyers of America, explained. "We are convinced from the experience of foreign governments that girls have value as medical and liaison fliers, and we don't want to put them behind machine guns."

The Committee to Defend America by Aiding the Allies will hold an open-air meeting under the auspices of the Square Table Club at 4:30 o'clock this afternoon at Twenty-third Street and Fifth Avenue. Speakers will be Ferdinand D. Sanford, president of the club; Pelham St. George Bissell and others.

Dr. Frank Kingdon, chairman of the New York Chapter of the Committee to Defend America by Aiding the Allies, made a plea yesterday for help by this country in the evacuation of children from Great Britain.

"While the need for greater material and economic aid to the Allies is urgent," he said, "it is likewise essential that this country help free England's government and armed forces of the physical problem and mental hazard arising in

Recruiting for the women's civilian air corps will begin tonight at a mass meeting at the Hotel Plaza. Invitations have been sent to 3,500 air-minded women, and it is hoped that there will be an enrollment of 500 women to learn to fly. Vice Commander Millard Bennett of the American Legion Ad Post will speak on "Women in National Defense."

"We want to prepare a disciplined body of trained girls for their replacement value in time of national emergency," Mrs. Opal Kunz, president of Women Flyers of America, explained. "We are convinced from the experience of foreign governments that girls have value as medical and liaison fliers, and we don't want to put them behind machine guns."

The Committee to Defend America by Aiding the Allies will hold an open-air meeting under the auspices of the Square Table Club at 4:30 o'clock this afternoon at Twenty-third Street and Fifth Avenue. Speakers will be Ferdinand D. Sanford, president of the club; Pelham St. George Bissell and others.

Dr. Frank Kingdon, chairman of the New York Chapter of the Committee to Defend America by Aiding the Allies, made a plea yesterday for help by this country in the evacuation of children from Great Britain.

"While the need for greater material and economic aid to the Allies is urgent," he said, "it is likewise essential that this country help free England's government and armed forces of the physical problem and mental hazard arising in the care and protection of tens of thousands of children within the island fortress that England has now become. English ports are still open for their embarkation, but today or tomorrow may see the British skies swarming with Nazi bombers and machine-gunning Stukas in an all-or-nothing attempt by Hitler to bring the English, too, to their knees. Then it will be too late."

Seven European relief organizations have joined forces to hold a Village Fair for Refugee Children July 9 to 13, it was announced. The fair will be held on Washington Square South.

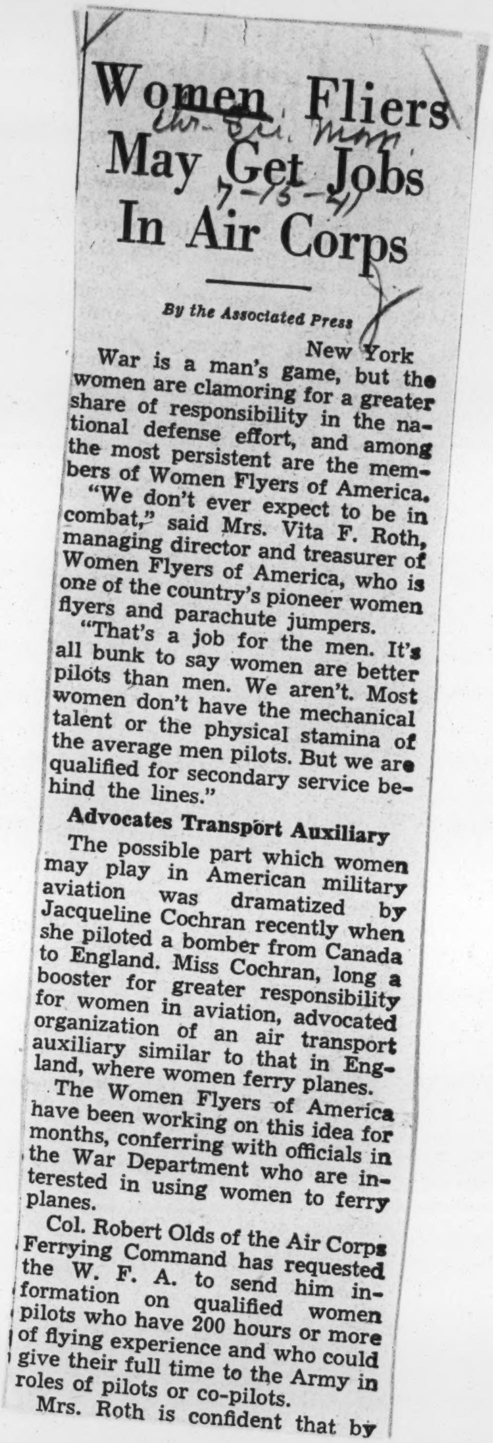
Organizations that will participate are: The Women's Division of the Belgian Relief Fund, American Friends of Czecho-Slovakia, Women's Division of the Queen Wilhelmina Fund, Inc., United Committee for French Relief, Norwegian Relief, Inc., Women's Division of the Spanish Refugee Relief Campaign, Europe Young Women's Christian Association Emergency Fund. The money obtained will be administered by the American Friends Service Committee.

The Commission for Polish Relief, Inc., warned yesterday that famine would be a spectre in Europe next Winter. "Indications of mass starvation abroad are the signal for us to measure possible scarcities in the face of huge demands from famine-stricken countries," a statement by the commission said.

The commission made a survey on the basis of pre-war food statistics and concluded that in view of crop failures and the impairment of supplies because of the theatre of war, "many European countries were shortly facing a famine that may exceed anything ever known in the Western world."

The cardinal principle of administering relief in any of the invaded countries, the commission said, "must be a full supervision of the distribution of goods by American representatives. Only that way can the requisition of foodstuffs by others be avoided."

CHRISTIAN SCIENCE MONITOR - 1941



Women Fliers May Get Jobs In Air Corps

Chr. Sci. Mon.
7-15-41

By the Associated Press

New York

War is a man's game, but the women are clamoring for a greater share of responsibility in the national defense effort, and among the most persistent are the members of Women Flyers of America.

"We don't ever expect to be in combat," said Mrs. Vita F. Roth, managing director and treasurer of Women Flyers of America, who is one of the country's pioneer women flyers and parachute jumpers.

"That's a job for the men. It's all bunk to say women are better pilots than men. We aren't. Most women don't have the mechanical talent or the physical stamina of the average men pilots. But we are qualified for secondary service behind the lines."

Advocates Transport Auxiliary

The possible part which women may play in American military aviation was dramatized by Jacqueline Cochran recently when she piloted a bomber from Canada to England. Miss Cochran, long a booster for greater responsibility for women in aviation, advocated organization of an air transport auxiliary similar to that in England, where women ferry planes.

The Women Flyers of America have been working on this idea for months, conferring with officials in the War Department who are interested in using women to ferry planes.

Col. Robert Olds of the Air Corps Ferrying Command has requested the W. F. A. to send him information on qualified women pilots who have 200 hours or more of flying experience and who could give their full time to the Army in roles of pilots or co-pilots.

Mrs. Roth is confident that by

VOLUNTARY ORGANIZATIONS - 1942

Robinson.
~~Phillips~~
~~Gordon~~

WOMEN'S BUREAU
JAN 26 1942
DEPARTMENT OF LABOR

SERVICES
TO THE
ARMED FORCES

THE AMERICAN NATIONAL RED CROSS, WASHINGTON, D. C.

ARC 296

Rev. Dec. 1941

THE CHALLENGE

OF THE

RED CROSS CHARTER

IN

WAR AND PEACE

"... . TO ACT IN MATTERS OF VOLUNTARY RELIEF AND IN ACCORD WITH THE MILITARY AND NAVAL AUTHORITIES AS A MEDIUM OF COMMUNICATION BETWEEN THE PEOPLE OF THE UNITED STATES OF AMERICA AND THEIR ARMY AND NAVY . . ."

The American Red Cross
Congressional Charter,
January 5, 1905.

THE PAST TWO YEARS

« »

SEPTEMBER 9, 1939: President Roosevelt announces the existence of a "limited emergency".

AUGUST, 1940: The National Guard and other reserves are called to the colors.

OCTOBER 16, 1940: The Selective Training and Service Act goes into effect.

JUNE 30, 1940 TO SEPTEMBER 9, 1941: The military and naval strength of the United States increases from 424,280 to 1,964,988 men.

« »

DECEMBER 8, 1941: The President approves the joint resolution of Congress declaring that a state of war exists between the United States and Japan.

DECEMBER 11, 1941: The President approves the joint resolutions of Congress declaring that a state of war exists between the United States and Germany, and between the United States and Italy.

THE CHALLENGE OF TODAY

". . . to the thousands of workers in Red Cross Chapters throughout the country, in Alaska, in Hawaii, and the Philippines, in the Canal Zone and our other insular possessions: Yours is the heaviest responsibility of all, and yours also the opportunity for the deepest satisfaction. When you receive a message asking you to report about illness in a soldier's home, that worried soldier is anxiously awaiting your reply. His commanding officer is waiting too, and relying upon you. When you make fatiguing visits to obtain data for a medical officer, you are helping him in his efforts to restore to health and active duty a young man who wants very much to get well. When you locate for a soldier his family with whom he has lost contact; when you help solve problems of dependency; when alone or in cooperation with other agencies you help tide a soldier's family over a financial emergency, or help straighten out any other of the great variety of tangles that human beings seem unable to avoid, you are helping to maintain morale on the home front—and with the army in the field you are helping us in training for defense. . . ."

GENERAL GEORGE C. MARSHALL,
Chief of Staff, U. S. Army.

FROM 1916

ON . . . . . .

RED CROSS services to the men of our armed forces had its beginning as early as 1916 when the National Guard was called into service for duty on the Mexican border. Red Cross Chapters quickly organized their resources to meet the needs of dependent families of Guardsmen.

A year later, upon the entry of the United States into the first World War, Red Cross services to the men of the armed forces and their families developed on a nationwide scale. Military leaders, asking for assistance in dealing with the multitude of personal and family problems of service men, found the Red Cross quick to respond.

Field Directors were assigned to Army and Naval stations in this country and abroad. Red Cross medical social workers and recreational assistants were added to the staffs of Army and Naval hospitals. A claims service was created to assist hundreds of thousands of service men and their families in obtaining the various Government benefits to which they were entitled.

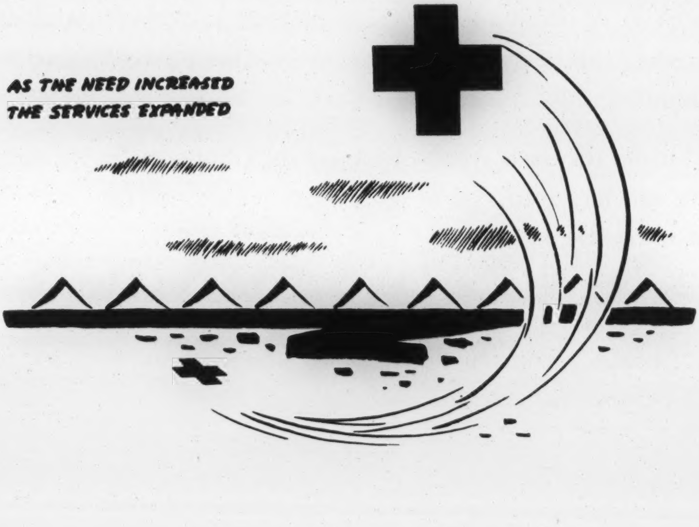
Within the next year, Red Cross Chapters had extended these services into almost every city, town, village, and rural area in the United States. In the camps, overseas, on the home front, thousands of Red Cross workers were devoting their energies to relieving the sufferings of war and promoting post-war human reconstruction. Since 1918, these services have been continuously maintained.

SERVICES TO THE ARMED FORCES

Organizing the Service

Today's great military expansion has called upon the Red Cross to expand its resources to meet the human needs of service men and their families. To coordinate the tremendously increased work of the Red Cross in behalf of these men, a new service called "Services to the Armed Forces" has been established. Under this title are grouped Military and Naval Welfare Service, Home Service, Information Service, and various special services as they relate wholly or in part to the welfare of the service man.

Once this coordination of Red Cross resources was determined upon, Services to the Armed Forces quickly girded for its task. Budget and staff were greatly increased. Today, with the collaboration of the great army of Red Cross workers in the home Chapters, Services to the Armed Forces is provided with facilities that cover the United States and its possessions.



MILITARY AND NAVAL WELFARE SERVICE

> **"Nothing disrupts an Army so quickly as no news, bad news, or worry."**
>
> Brigadier General Lewis B. Hershey,
> *Director, Selective Service System.*

The Man on Active Duty

With almost 2,000,000 men in the various centers of military and naval training and on combat duty, it is inevitable that serious personal problems will arise. Not only does the service man often bring his home problems to camp with him, but there is the additional problem of adjusting to a new kind of group life, and to problems of war.

It is a common saying that a soldier weighted with worry is a poor soldier. To help keep the collective mind and spirit of the armed forces as free from care as possible during the period of training and combat duty, Red Cross Field Directors and Assistants cover all military and naval stations and hospitals. With the help of the Red Cross Chapter at the service man's home, the Red Cross Field Director is equipped to assist in solving any one of the great variety of problems that may arise.

Some Facts and Figures

Approximately 125,000 service men, during the year ending June 1941, came to Red Cross Field Directors for help of various kinds. If 1,000,000 men represent the average number of men in service over this period, then 1 out of every 8 men made use of Red Cross services. The percentage of cases handled during the first quarter of 1941 was 550% higher than for the same period in 1940.

Problems of the Service Man

Many service men's problems derive from a home situation. Every effort is being made by the Government to avoid the enlistment or induction into service of men who have persons depending upon them for support. Opportunity is given enlisted men with dependents to obtain discharge on the grounds of dependency. There is also provision for deferment on the same grounds for men called through the Selective Training and Service Act. Nonetheless, there are men in the service who have dependents; there are some who, since entry into the service, have become the responsible head of the household because of the death or disability of the father or other supporting member of the family. Applications for dependency discharges are referred by the commanding officers to the Red Cross Field Directors who, in turn, call upon the Chapters concerned for verification of home situations.

Because of illness or death in his family, a service man may request a furlough. His commanding officer refers this request to the Red Cross Field Director. By an exchange of telegrams, through the two-way flow of Red Cross information from camp to Chapter and back, the necessity of the serviceman's presence at home is verified.

Frequently, because of his illness, a service man's wife and children will arrive unannounced at his camp and find no quarters available. The Red Cross Field Director is prepared to help in this difficulty.

A man may desire to "talk out" a personal problem or, given a furlough, may be in need of transportation to his home. A loan or grant may be made. A man discharged from service because of disability may go to the Red Cross Field Director for the forms on which to file his pension claim, and for assistance in filling them out.

These are but a few of the many problems that fill a Red Cross Field Director's day. To each, major or minor, he gives his undivided attention, for the morale pattern of an entire company may depend upon swift and effective action for one man's difficulties.

To the service man, the Red Cross is a link with his family at home. He knows that the Red Cross is interested not only in his personal welfare, but in that of his family as well. He also knows that Field Directors go with the troops on maneuvers and on other field duty and that through them his family can locate him in an emergency.

The following example shows how this service may be carried out:

Pvt. S.'s sister became critically ill. Wiring him at his camp, his father discovered Pvt. S.'s company had left for summer maneuvers in a distant state. He at once turned to the Red Cross. The home Chapter wired the Field Director at Pvt. S.'s former camp, who in turn obtained information as to the address of Pvt. S.'s new post and when he would arrive. He also communicated with the Field Director in the maneuver area. When Pvt. S. reached his new post, the Field Director in the maneuver area had all necessary furlough and transportation arrangements made, including the purchase of a railroad ticket. Pvt. S. left at once for home.

Two weeks furlough for Pvt. B.-Mother seriously ill...

A visit to Red Cross Headquarters at an Army post and a glimpse into a Field Director's assignment book illustrate the gamut of situations with which he must deal:

"Two weeks' furlough for Pvt. B.; mother seriously ill; arrange transportation since he is without funds. . . . Contact Chapter in Des Moines because Sgt. J. has a letter saying his wife needs an operation; if this is the case, ask Chapter to make hospital arrangements and provide care for children while Mrs. J. is hospitalized. . . . Letter from El Paso Chapter; mother of Pvt. D. is worried, no word from him for past month; have D. write today."

The variety of problems arising at even a relatively small military post with a station hospital is illustrated by the following account of activities from the monthly report of the Field Director: "The usual variety of cases was handled during the past two months. Among these were 69 requests from commanding officers for investigations and reports on home conditions in connection with dependency discharges, furloughs, and AWOL's. In 13 cases involving family problems, relief was given or arranged. Advice and help were given in 45 other instances concerned with men's personal problems. Upon the recommendation and approval of the commanding officers, 26 loans and grants were made to take care of emergency situations in connection with serious illness or death in the man's immediate family, the home Chapters having previously verified the need and authorized the loans or grants. Nearly 300 documents were notarized and help in their execution was given. Regular visits were made to the wards in the hospital and various friendly services rendered the patients. Stationery and envelopes, magazines and games, as well as emergency toilet articles were supplied for those who were temporarily unable to purchase them. At the request of the Medical Officers, 16 social histories were obtained from home Chapters about cases under observation for mental conditions."

Multiply these human problems by the thousands for the scope of the Red Cross Field Director's work. Treating each as a case work situation, acting only on sound case work principles, the Red Cross Field Director is prepared to act as a confidant and adviser about any of the innumerable nonmilitary problems of human relationships that come up in the course of the everyday life of a service man.

At present the Red Cross is erecting Red Cross Headquarters' buildings at 58 Army camps in order to facilitate these services. Here the Red Cross Field Director and his staff will be stationed to consult with able-bodied service men.

The Ill and Convalescent

The physically healthy service man depends upon the services of the Red Cross, but the need of the ill or convalescent man is even greater. In 1918, for the first time in military history, medical officers officially recognized the effect of personal and family situations on the physically and mentally ill of the armed forces, and asked the Red Cross to assign social workers to military hospitals. Since then, the Red Cross has maintained a program of medical and psychiatric social work in Army General and Naval Hospitals. The Hospital Field Directors at these hospitals are medical or psychiatric social workers whose status is that of members of the hospital staff.

At every Army post there is a Station hospital to which are admitted patients requiring emergency or short-time care. In small hospitals, service is rendered by the Field Director. In hospitals of 250 beds or more, resident social workers and recreational assistants have been assigned at the request of the War Department.

The Red Cross Social Service unit in a military hospital is now recognized as a necessary department. The Medical Officer turns to this department for assistance in discovering or alleviating those personal and family conditions which may be retarding the recovery of a member of our armed forces. Working always under medical guidance and in cooperation with the patient and with Home Service workers in Chapters, the Red Cross hospital worker obtains important data needed by the doctor for diagnosis and treatment.

When it is found that social difficulties in the home are responsible for the man's concern, the hospital worker seeks the cooperation of the Red Cross Chapter serving the family in the home community. Financial assistance, by loan or by grant, is given where necessary to men in need of therapeutic furlough, and in cases of family illness or other emergency. There is also the task of looking after the comfort and welfare of relatives who may be summoned to the bedside of service men in critical illness. Providing writing material, writing letters for the incapacitated and encouraging families to write cheerful letters to patients are other services which go far toward alleviating worry back home and hastening recovery at the hospital. The Red Cross hospital worker, in short, fulfills a similar role toward the hospitalized service man of the armed forces as the Red Cross Field Director does for the able-bodied man.

During the period of convalescence it is especially important that suitable recreation and entertainment be provided. "To coordinate and conduct recreational and entertainment activities for convalescents" is another of the functions assigned to Red Cross hospital workers by the Army and Navy, and therefore a staff of Red Cross recreational workers is maintained in Army and Naval hospitals.

Red Cross Hospital Workers

Sixty-five buildings to be devoted to recreation and entertainment of convalescent patients are now being constructed with government funds as adjuncts to the various Army hospitals. As stated by the Assistant Surgeon General of the Army, ". . . The emotional and mental welfare of patients is greatly enhanced by having available some room or building in which they can congregate for recreational activities, which, in modern management, are planned and adapted especially to meet the needs of the ill and the convalescents, or in which they can meet friends and relatives free from the restrictions imposed by the presence of the acutely ill." Although these buildings will be completely furnished, staffed, and operated by the Red Cross, they are not to be confused with Red Cross Headquarters buildings in the troop areas.

Red Cross hospital recreational workers perform many friendly services for the convalescent. They may exhibit motion pictures, conduct group games, arrange with the Motor Corps of a nearby Chapter for drives in the country, or invite entertainers from adjacent cities to put on a program at the hospital. Assisting the recreational workers are volunteers from nearby Chapters, including those volunteers popularly known as "Gray Ladies". These volunteers may help the convalescent write letters, read to him, participate in games, or fill in as a fourth at bridge. Here, too, the keynote is the coordination of Red Cross and other community resources for the benefit of the service man.

Camp and Hospital Councils

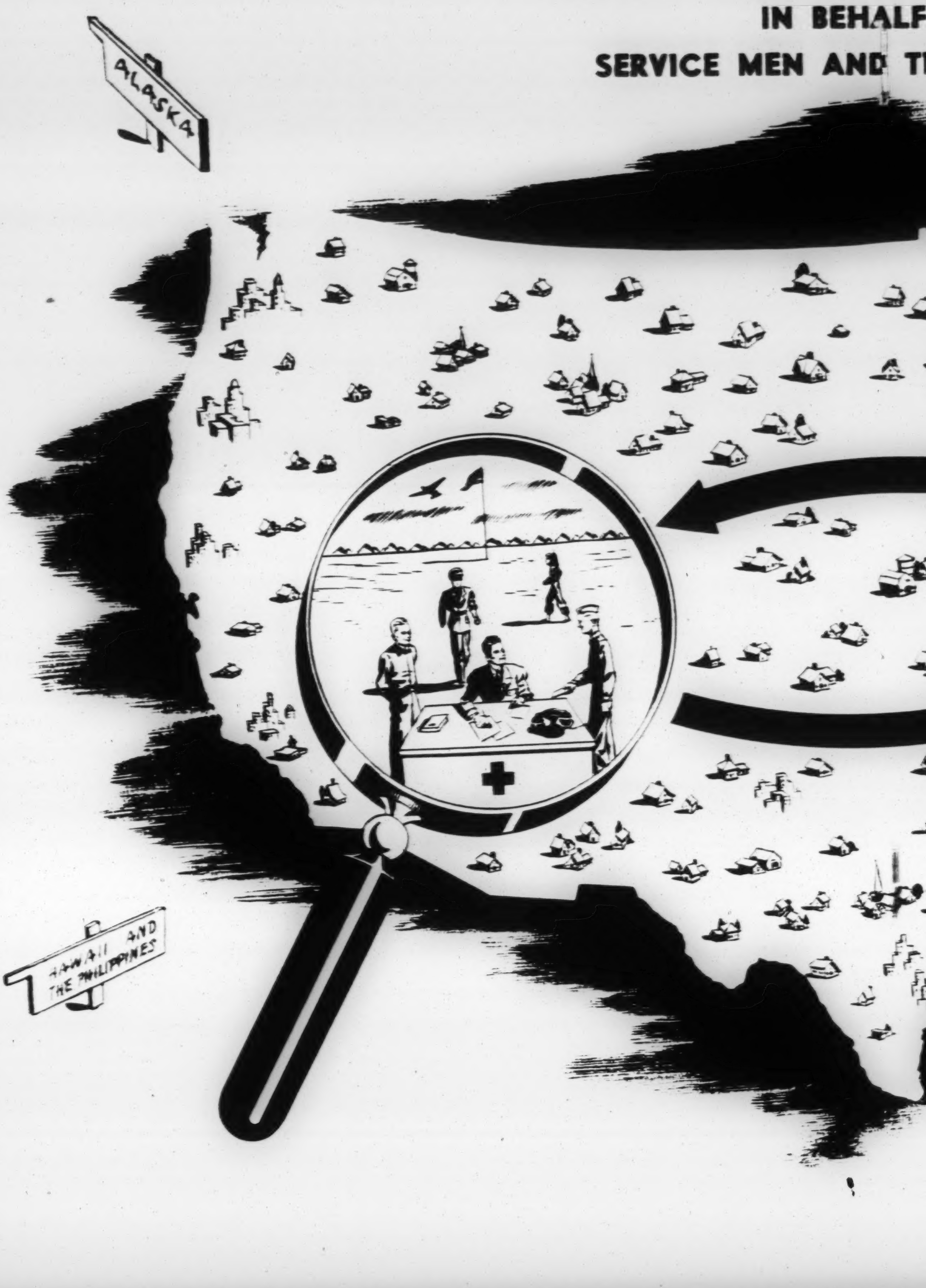
To arrange for the cooperation of nearby communities in carrying out the camp and hospital program of Services to the Armed Forces, Red Cross Chapters located in the vicinity of an Army post or Naval station are establishing Camp and Hospital Service Committees. From each of these committees, a representative is selected to join in a Red Cross Council which meets in conference with the commanding officers of a camp, the morale officers, Army hostesses, and the Red Cross camp and hospital staff to discuss and plan for the integration of community facilities into the camp and hospital program.

Some Facts and Figures

Red Cross medical social workers, recreational assistants, Chapter workers, and volunteers are all actively engaged in the rapidly expanding hospital program of Services to the Armed Forces. More than 44,000 cases were under the care of Red Cross staff workers in the hospitals of the Army and Navy during the 12 month period ending June 1941. As the total number of men in the armed forces increases, Red Cross facilities in Naval hospitals and General and Station hospitals of the Army, geared completely to the existing need, will show a similar expansion.

The Red Cross also provides assistance to the man discharged from the armed forces because of a disability. This assistance, based upon medical advice, is arranged by the home Chapter in cooperation with community, State, and Federal resources.

TWO-WAY FLOW OF RED
IN BEHALF
SERVICE MEN AND TH


ALASKA
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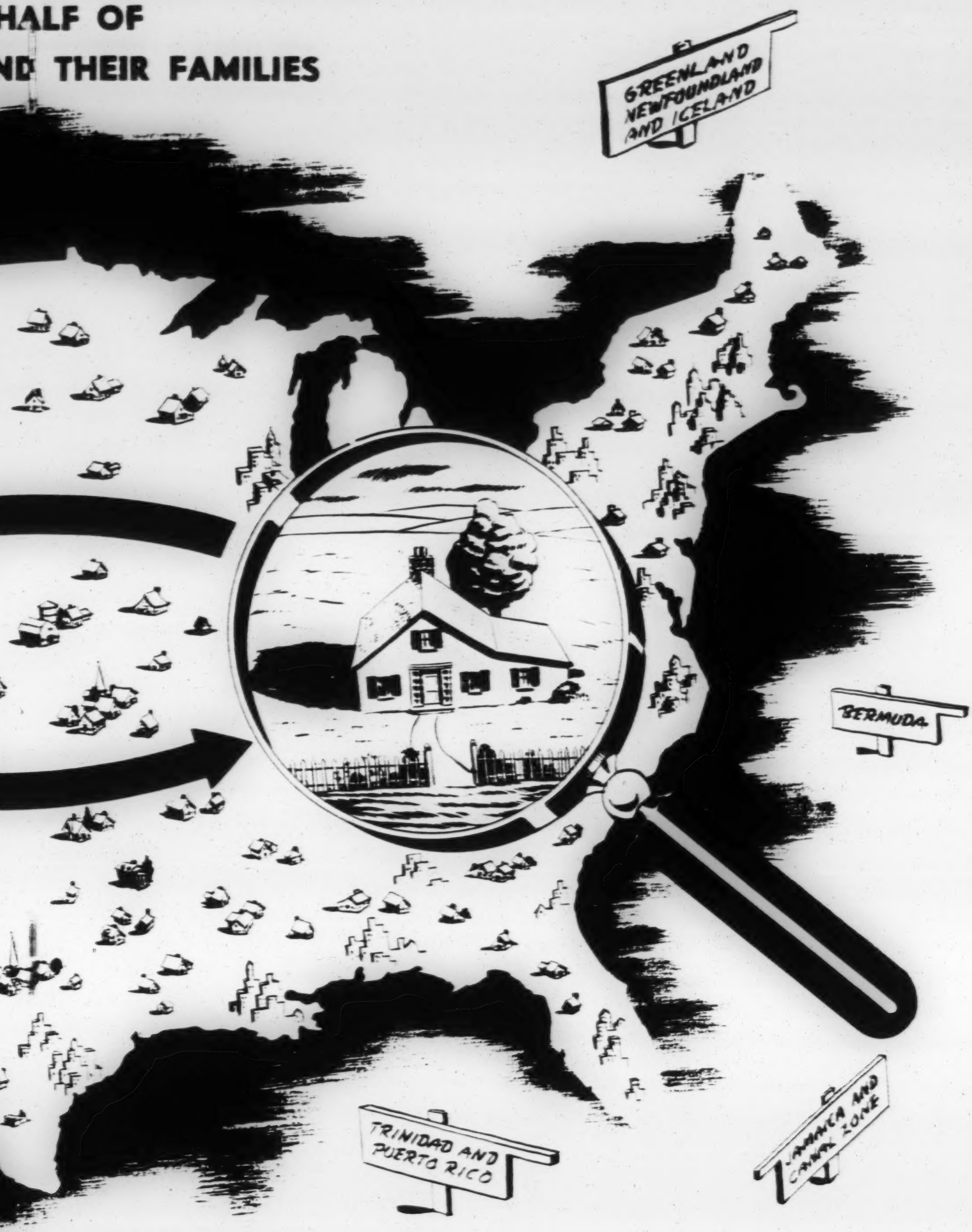

GREENLAND NEWFOUNDLAND AND ICELAND
BERMUDA
TRINIDAD AND PUERTO RICO
JAMAICA AND CANAL ZONE

The Disabled Service Man

More than 3,000 disabled service men in military camps and hospitals were given such assistance during the year ending June 1941. If the disabled man is in need of temporary financial help, the Red Cross is prepared to serve him. Over 800 loans during this same period were made in hospitals to meet the emergency needs of disabled service men and their families.

By the time the veteran has returned to his home, the local Chapter has the complete data about his case. Recommendations of the Army doctor have been transmitted by the Red Cross medical social worker. A long-term plan of treatment, worked out in collaboration with the Red Cross hospital worker and based on the recommendations of the Army medical staff, is then undertaken by the home Chapter to help the disabled service man face his future confidently.

The case of Pvt. J. illustrates how a plan of treatment based on the guidance of an Army doctor is carried out by Red Cross hospital and Chapter workers to its conclusion:

> Having chosen military service as a life career, Pvt. M. was deeply shocked when discharged from the Army because of diabetes. . . . "Arrange for medical follow-up, protected employment, freedom from worry." . . . These were the doctor's instructions as relayed by the Red Cross medical social worker to Pvt. M.'s home Chapter. Pvt. M. was assisted in filing his pension claim. Pending an award, funds were provided by the Chapter for the necessary special diet. Through the offices of the Chapter worker, a dietitian visited Pvt. M.'s home, instructing his wife in the preparation of his food. At the request of the Red Cross hospital worker, the State Vocational Rehabilitation Department entered the case and arranged for training Pvt. M. in watch repair and jewelry making. A position is assured him on completion of this course.

The interdependence of Military and Naval Welfare Service and Home Service is basic to the program of Services to the Armed Forces. Under these Red Cross services thousands of skilled staff workers and volunteers, helped by the two-way cooperative efforts of over 3,700 Chapters, are carrying out their special responsibility to members of the armed forces and their families.

HOME SERVICE

> ". . . in the narrative of . . . Home Service . . . flowing from every corner of the country, from homes and camps, from the embarkation piers, and from the turbulent zones of soldier life behind the lines . . . there was more of melodrama, more of the plain, plaintive comedy of human life, of tragedy . . . than would suffice to fill the endless reels of half the world. . . . The day has gone by wherein (the soldiers') dependents are abandoned to whatever misfortune might befall them. . . ."
>
> HENRY P. DAVISON, *Chairman, War Council of the American Red Cross*

Now, as in 1917-18, the importance of morale on the civilian front cannot be over-estimated. Upon Home Service rests the responsibility of helping to maintain morale in the service man's home, and of providing that vital information upon which treatment of his problem in camp so often depends. At home, Red Cross Chapter and volunteer workers are playing their part in services to the armed forces.

What Is Home Service?

Under Services to the Armed Forces, Home Service combines the activities previously carried out in Chapters under Home Service and Civilian Relief. Encompassing the case work program of Red Cross Chapters, Home Service extends its services to active service men and their families, to ex-service men and their families and, under certain circumstances, to civilians.

The Active Service Man

Because Red Cross Field Directors and hospital workers in the Army, Navy, Marine Corps, Coast Guard, and at Army and Naval hospitals cooperate closely with the more than 3,700 Red Cross Chapters in the United States, Home Service is the family's tie with the man on active duty.

The Home Service worker has the interest of the individual family at heart. She advises about family and business problems, helps in obtaining employment, and, when necessary, provides temporary relief. Equally vital service may be given in obtaining dental or medical care for the children, purchasing glasses, and providing special diets or clothing. Whatever her activity in behalf of the service man or his family, the Home Service worker always utilizes the available resources of public and private agencies.

The Home Service worker secures social histories upon which medical and hospital treatment of service men may be based. She obtains reports to be considered by the military authorities in the granting of furloughs for emergency reasons. Applications for discharge because of dependency are referred to the Home Service worker for investigation. Sympathetically the Home Service worker listens to the family's problems, often having to do with the separation of the service man from his family. He has failed to write; his mother or wife is worried. Promptly the cross-flow of Red Cross service functions. Through the medium of the Field Director stationed at the service man's camp, the home Chapter encourages him to communicate immediately with his family.

The Ex-Service Man

The Red Cross has a special responsibility to the ex-service man and his family. Authorized by law and executive order of the President, the Red Cross is one of the agencies recognized to assist the veteran and his family in presenting their claims to the Veterans Administration for pensions, Government insurance, hospitalization, burial allowance, or other Government benefits. During the period of filing and settlement of these claims, Home Service will provide the veteran with such social services as he and his family may need.

Some Facts and Figures

Home Service workers with the assistance of Field Directors stationed at Veterans Administration offices extended their service in over 40,000 cases during the 12 month period ending June 1941. A staff of claims experts is maintained at National Headquarters and in each of the Area offices to advise Chapters on individual claims. In addition, a liaison service of Red Cross Field Directors equipped with the required technical knowledge is assigned to each of the regional offices of the Veterans Administration.

In addition to these services, Home Service under certain circumstances may meet civilian problems. Some years ago Red Cross policy in this connection was outlined to Chapters: "Where there is suffering and want from any cause and the fundamental needs are not being met, Chapters may participate in community plans for meeting the need."

For the Civilian

Frequently, in those parts of the country where few welfare agencies exist, Red Cross Chapters may assume the task of handling a civilian problem, extending case work service and sometimes relief. The Chapter undertakes this activity only after assurance that its duty to active service and ex-service men and their families is discharged and that the activity will not duplicate any existing community service, public or private.

In those communities which have adequate resources, Red Cross Chapters refer civilian requests for assistance to various welfare agencies and cooperate in the working out of the plan.

Use of Community Resources

The Home Service worker is acquainted with community resources. By skillfully drawing upon the services rendered by public and private agencies, she is able to develop a well-rounded plan of treatment for a family's problem, always bearing in mind, however, that there are special features of Home Service growing out of the Red Cross Congressional Charter which require direct action by the Chapter itself.

The problem of Mr. G., an ex-service man, is an example of how Home Service workers may tap existing resources to help in solving a family problem:

> Doctors at the Veterans' Hospital found Mr. G. contemplating suicide because of discouragement over home conditions. The Home Service worker discovered Mrs. G. confined to her bed with illness and her 15-year-old daughter staying home from school to take care of her. The other member of the family, a son, was in a CCC camp. Utilizing community resources, the Home Service worker secured the services of a visiting nurse. From the WPA, she obtained a housekeeper, thus enabling the daughter to return to school. Because of the improvement in the home situation, Mr. G. submitted willingly to treatment.

Aware of the specialized services rendered by welfare agencies in meeting civilian problems, the Home Service worker, careful not to encroach upon this field, will guide a civilian client into proper channels of case work assistance and relief. By thus guarding against duplication, the Home Service worker participates in the economy of community service. Only when the resources of welfare agencies are not available will the Home Service worker offer Red Cross services beyond those directly arising from the man's service in the armed forces.

An example of how the Red Cross Home Service worker will extend only the assistance characteristic of Red Cross service is shown in the following group plan of treatment, participated in by a number of welfare agencies:

> Red Cross Field Director, Balboa, Canal Zone, requested home Chapter investigate Pvt. A.'s furlough application because of death of father. Home visit revealed five motherless children, their ages ranging from 10 to 17, the family being on public relief. Mrs. A. died several years ago. Oldest boy cooked, laundered and cleaned house, seeing that other children attended school. Consulted with active public relief agency and preliminary Juvenile Court hearing requested. No interested relative outside of Pvt. A., age 21. Guardian appointed by court. Red Cross provided services of housekeeper pending settlement of case. In conference with court worker, public relief agency, and child placement society, a plan of foster-home care was outlined. Two children were placed in one foster home, the remainder in another. Red Cross arranged correspondence between Pvt. A. and court worker. His transfer to a camp nearer home so that he could maintain relationship with children was effected. Periodic reports from child placement society indicate satisfactory adjustment of children.

Thousands upon thousands of Home Service volunteers are strengthening Services to the Armed Forces. Red Cross Home Service is a continuous chain running from National Headquarters through Area offices to the hundreds of Chapters in larger cities and counties, and finally to Red Cross Chapters and Branches in townships and rural areas—each link in the widespread facilities of the Red Cross is vital to the entire structure.

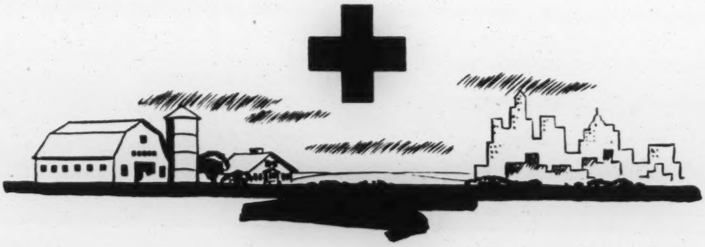
Home Service Volunteers

In many smaller Chapters, Home Service is entrusted completely to volunteers whose neighborly feeling and desire to help have been reinforced by the training and guidance of the national staff. Motivated by a wholesome, civic-minded interest in their neighbor's welfare, these volunteer Home Service workers, because of their participation in the nation-wide organization of the Red Cross, are equipped with certain practical assets and resources which are inherent in the Red Cross system of service.

Under Home Service the Red Cross volunteer fulfills a variety of roles. Excerpts from the report of the Chapter secretary in a rural county including a dozen townships illustrate how varied the Red Cross volunteer's work may be:

> Midnight phone call requested verification of death of service man's father. Called Mrs. G. at S. Township 30 miles away to check with family's doctor. Within an hour, complete facts on hand to relay to Red Cross Field Director at service man's camp. . . . Mrs. P. drove in from her home in next township to offer six hours of service in County Production Unit. . . . Early morning fire of farmhouse in M. Township. Red Cross volunteer at scene to arrange shelter for family; also secured cooking utensils, bedding, blankets and clothing from neighbors. . . . Mrs. L. called about funeral arrangements for ex-service man; family has been referred to Chapter regarding burial allowance.

Both in larger communities and rural areas, Red Cross volunteers are guided by trained social workers of the national Red Cross staff. Periodic institutes and group conferences are held, and Home Service Field Representatives from the Area offices visit local Chapters. Home Service correspondents, in the National and Area offices, also assist Red Cross volunteers with their particular problems of case work and veterans' claims service. Through the combined efforts of the staff and volunteers, Home Service discharges its responsibility for seeing that those personal and family needs which are caused by a man's military service are met.



INFORMATION SERVICE

HANDBOOK OF INFORMATION FOR HOME SERVICE

If Military and Naval Welfare Service and Home Service form the body of Services to the Armed Forces, Information Service provides the eyes and ears. A stream of information from a variety of sources pours steadily into Red Cross channels, supplying Services to the Armed Forces with complete material regarding matters important to Red Cross work.

Information Service has various official contacts with government agencies. Through the Veterans Administration, Information Service secures the latest authoritative interpretations governing pensions, hospitalization, or other benefits for disabled veterans and their families. The status of current legislation is carefully followed through the daily Congressional Record, committee hearings and reports, and indexed both by subject and bill number for quick reference. All current information is studied for significant alterations in policy or new developments. What is pertinent to Red Cross policy is quickly relayed to the thousands of Red Cross Chapter and camp and hospital staff workers throughout the country. Information Service also provides Home Service with the latest information regarding Federal and State welfare activities, Social Security benefits, and health, nutrition, employment, and other services now available for the public welfare.

Army and Navy regulations, bulletins, and circulars are interpreted in the light of the Red Cross field of service, and this information is quickly sent to Red Cross Chapters and Field Directors. In addition to this vital function, Information Service issues the Directory of Red Cross Field Directors. The addresses of new Army and Naval stations as they are established are incorporated into this directory.

Information Service also issues the Chapter Directory. Since the two-way flow of Red Cross service depends in a large measure upon establishing swift contact between camp and home, this directory is an essential tool. Keeping the listings of Red Cross contacts in over 3,700 Chapters and 6,000 Branches up-to-date is one of the important tasks of this service.

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BUREAUS OF ARMY AND NAVAL AFFAIRS

Working in collaboration with Services to the Armed Forces are the Bureaus of Army and Naval Affairs, staffed by officers of the Army and Navy assigned by the War and Navy Departments to National Headquarters of the Red Cross, pursuant to the authority contained in the National Defense Act.

These bureaus expedite the liaison service maintained between the Red Cross and the War and Navy Departments. Their functions, in connection with Red Cross activites in behalf of men in active military and naval service and their families, cover a number of fields. They help clarify difficulties in cases of nonreceipt of allotments and retainer pay, assist in expediting claims for arrears of service pay and pensions, interpret Army, Navy and Marine Corps policies with relation to the various services rendered by the Red Cross to the personnel of the armed forces, speedily locate men on active duty and obtain other "spot" information from the War and Navy Departments, thus facilitating Red Cross activities.

SPECIAL SERVICES

In addition to the functions administered by Services to the Armed Forces, the Red Cross conducts in its regular program a varied field of service in behalf of the armed forces.

Those most closely related are the collection of blood plasma, enrollment of nurses for the Army and Navy, and the enrollment of medical technologists. These Red Cross activities are described in the following paragraphs:

Blood Donor Service

During the last war, the science of blood transfusion was not as fully developed as it is today; because equipment was not available for typing blood for transfusions, many lives were lost in field hospitals. Now, however, it is possible to collect blood in advance of need and to process it into plasma which can be kept indefinitely and which, with the addition of distilled water, may be used without the necessity of typing. At the request of the Surgeons General of the Army and Navy, the Red Cross and the Division of Medical Science of the National Research Council are filling the national defense need for blood plasma for the use of the armed forces. The Red Cross is now engaged in securing 200,000 units of this plasma. The project which has been confined to the larger Chapters where the donor centers have been established may be greatly expanded now that war has been declared.

The blood is processed into plasma and distributed for use in Army hospitals, on Navy ships at sea, and for civilian use in time of disaster. Such an emergency call for blood plasma was received after the torpedoing of the U. S. S. Kearny:

On the night of October 16, 1941, the U. S. destroyer Kearny, proceeding in the North Atlantic off Iceland, was struck by a torpedo. Among the injured was a sailor whose life depended on an immediate transfusion. While another destroyer carrying a naval surgeon steamed to the side of the stricken Kearny, a plane bringing blood plasma donated by Red Cross volunteers took off from an undesignated Icelandic air base. The plane dropped the precious plasma to the Kearny—and the sailor's life was saved.

Equipment and Supplies

Occupational therapy supplies may be provided by the Red Cross at the request of the Surgeons General of the Army and Navy. Nonstandard and other medical equipment may similarly be provided. This is a resource upon which the Army and Navy call only when there may be a delay in obtaining the necessary Federal appropriations.

While recreational and athletic programs for able-bodied service men are the responsibility of the Army and Navy, the Red Cross—pending a government appropriation—recently met an emergency need by allocating and spending $1,000,000 for recreational and athletic equipment for use at Army and Navy stations.

Enrollment of Nurses

The First Reserve of the Red Cross Nursing Service is, by Congressional Enactment, the official reserve of the Army and Navy Nurse Corps. The Red Cross is therefore charged with the responsibility of maintaining at all times a reserve of nurses sufficient to meet expanding needs of the Army and Navy.

During the last World War, 22,719 Red Cross nurses served with the armed forces. The present emergency has necessitated, so far, the assignment of over 6,000 reserve nurses. It is anticipated that an additional 11,000 nurses will be needed by July 1942.

Since a reserve nurse's response to a call to service is voluntary, it is necessary to maintain a reserve about five times the size of the anticipated needs. The nursing service is therefore making every effort to build its First Reserve up to about 50,-

000, which is about twice its present size. The achievement of this goal will depend upon the cooperation of the lay as well as the professional public.

Enrollment of Technicians

With the great expansion of the armed forces, it became necessary for the Army and Navy to enroll medical technologists as reserve specialists. The Red Cross was asked to secure such medical technologists as chemical laboratory technicians, meat and dairy hygienists (inspectors), occupational therapy technicians, statistical clerks, and X-ray technicians. Professional groups were circularized and asked to call the needs of the Army and Navy to the attention of their members. Ninety thousand circulars were sent out and many replies and inquiries came to the Red Cross. Because of the high standards of the Army and Navy only 3,143 candidates, however, have so far been accepted for possible service. Enrollment is continuing.

HOME NURSING

Sometimes there is illness in the home of the soldier's family. He is worried for fear his family will not have proper care. This worry could be lessened, perhaps entirely avoided, for instruction in Red Cross Home Nursing is available to members of soldiers' families as to other community groups.

The course offers practical instruction in the care of infants, small children, and the aged; home and community hygiene; the prevention of disease and simple procedures in the care of minor illnesses.

The local Red Cross Chapter is prepared to arrange classes for soldiers' families or give further information with regard to the course in Red Cross Home Nursing.

FIRST AID, WATER SAFETY, AND ACCIDENT PREVENTION

During the past year the Red Cross has trained thousands of service men in First Aid. Requests for Red Cross training in First Aid and Water Safety have poured into National

Headquarters from various branches of the armed forces. The program of instructing sufficient teachers to meet the demands of hundreds of thousands of service men is expanding at a rate that promises to exceed all previous mass training efforts in First Aid and Water Safety.

Swimming and life saving have been taught for recreation at the various posts and camps throughout the country. At a number of posts, however, the Red Cross has been teaching members of landing force units how to swim with full pack and equipment.

JUNIOR RED CROSS

Junior Red Cross members in Chapters throughout the country are cooperating in national defense by producing various articles for the use of patients in Army and Naval hospitals. Working under the supervision of their teachers, they are making checker boards and lap boards, colorful holiday greetings, slippers, reading racks, bed attachments for storing clothing, as well as many other comfort articles.

VOLUNTEER SPECIAL SERVICES

Much of the work of the Volunteer Special Services is closely related to services to the armed forces. Under the supervision of the Administration Corps the following program is carried out:

The Staff Assistance Corps aids in office work and in assisting other services to carry out special duties in Red Cross Chapters.

The Motor Corps provides transportation for all Chapter services and for men in military hospitals. The Canteen Corps prepares and serves food in emergencies. The Braille Corps is now making books for the blind, including veterans.

The Nurse's Aide Corps, under an agreement with the U. S. Office of Civilian Defense, is enrolling and training 100,000 nurse's aides. While most of these will work in civilian hospitals, they will be available for service in health departments and clinics. The Home Service volunteer, augmenting the professional staff in many larger cities, assists with Home Service duties. In the smaller Chapters, volunteers carry on the Home Service program under the guidance of trained personnel of the National Organization.

The Production Corps, in addition to preparing surgical dressings, is engaged in a vast effort to provide comfort articles for hospitalized service men, for Home Service clients, and for overseas distribution.

Chapter Production

Throughout the country, Red Cross volunteers in Chapter work rooms are busy making articles of clothing not included in the supplies provided by the military establishment for hospitalized service men. These comfort articles include afghans, bed jackets, bedside bags, knitted socks, ditty bags and knitted skull caps. Pajamas and bathrobes are available for men upon discharge or transfer.

Sweaters, helmets, socks and other knitted articles are produced by Chapter volunteers for men on shipboard and at Atlantic and insular defense bases, as well as for men with emergency needs stationed in this country. These articles are distributed at the special request of commanding officers.

Surgical Dressings

In addition to these services, at the request of the Army and Navy, thousands of Red Cross volunteers throughout the country are busy making 40,000,000 surgical dressings for military use. Dressings include abdominal packs, surgical face masks, combination pads, and surgical sponges. Thus, in a vast, concerted effort engaged in by millions of volunteers throughout the country, the Red Cross in its program of war relief production is endeavoring to meet the needs of service men for comfort articles and emergency supplies.

CONCLUSION

Today, with nearly 2,000,000 men in our Army camps and Naval, Marine Corps, and Coast Guard Stations, the Red Cross is serving on the military front. From Iceland to the Canal Zone, from Alaska to the Philippines, in the barracks, in the hospitals, on maneuvers, and on combat duty, the Red Cross is with the armed forces.

Millions of civilians are tied by family bonds to the armed forces. Through more than 3,700 Chapters and 6,000 Branches which cover the country, the resources of the Red Cross are available to the families of service men wherever they may be.

The Red Cross is a long-established link between the military and the home fronts. From the far corners of our country, across mountains and plains to our great industrial centers, from midwestern farms and villages to our island possessions and Atlantic bases, this cross-flow of Red Cross service safeguards the welfare of the service man and his family both in peace and in war.

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"... Wherever our Navy flies the American flag, the banner of the American Red Cross is found. From the Southern Pacific to the Arctic, in both oceans, representatives of this wide-flung humanitarian organization of our citizens today are carrying on its mission of friendly service.

"No man on any ship or station is so remote that he or his family can not be aided through its traditional services to the naval forces. . . ."

The HONORABLE FRANK KNOX,
Secretary of the Navy.

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Address of National Headquarters
and
Jurisdictions and Addresses of Area Offices

National Headquarters—*17th and D Streets, N. W., Washington, D. C.*

Eastern Area—*615 North St. Asaph Street, Alexandria, Virginia:* Alabama, Connecticut, Delaware, District of Columbia, Florida, Georgia, Indiana, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Mississippi, New Hampshire, New Jersey, New York, North Carolina, Ohio, Pennsylvania, Rhode Island, South Carolina, Tennessee, Vermont, Virginia, West Virginia.

Midwestern Area—*1709 Washington Avenue, St. Louis, Missouri:* Arkansas, Colorado, Illinois, Iowa, Kansas, Michigan, Minnesota, Missouri, Montana, Nebraska, New Mexico, North Dakota, Oklahoma, South Dakota, Texas, Wisconsin, Wyoming.

Pacific Area—*Civic Auditorium, Larkin and Grove Streets, San Francisco, California:* Alaska, Arizona, California, Idaho, Nevada, Oregon, Utah, Washington.

Insular and Foreign Operations—*17th and D Streets, N. W., Washington, D. C.:* Canal Zone, Guam, Hawaii, Philippine Islands, Puerto Rico, Samoa, Virgin Islands.

THE AMERICAN RED CROSS
NEWS SERVICE

Address by Mrs. Dwight Davis of Washington, National
Director, Volunteer Special Services, American Red
Cross, before New York Chapter graduates in volunteer
services, at Waldorf-Astoria Hotel, May 14.

It seems to me that today, more than ever before, the American Red Cross shines like a great white light at the end of a very dark road. It represents hope to hundreds of thousands of suffering people. It is our responsibility to see that that light never fails.

We hear so much about "preparedness" today. I am wondering whether we have a clear understanding of what it is we are preparing for. We all read the press reports and there is no need for me to speak of the march of the predatory forces abroad or remind you that the battle of the Atlantic looms nearer. These are obvious facts we all digest, but it is difficult for us to have a clear understandin of how this affects our country or how we will fit into the framework of the world as it will be after this war. For, whether we be isolationists or interventionists, there is a price for not fighting just as there is a price for fighting. Whether we go to war or not, and regardless of the outcome of this conflict, we cannot escape our share of the aftermath, and while we pray that we may be given the courage to take it, we must prepare by adding action to our prayers. We have the power; we must have the will to see to it that when "the wave of the future" breaks upon our shores, it will be one of freedom and liberty.

Therefore, I am happy today to find so many Red Cross graduates. Like the other million volunteers of the Red Cross, I know you will feel no job is too small for you; that you will not want to be generals; that you will be willing to serve as a link in our great organization for you realize that to prepare the morale of this country we do not need fine words and promises of fine deeds but hard work.

I am sure that in joining the Red Cross you are not neglecting your civic responsibilities in your local communities, and that your War Relief service is a

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natural supplement to your foremost responsibility to those at home - natural, because of your knowledge of the horrible suffering abroad among those who, not so long ago, enjoyed the advantages of the peace with which we are still blessed; that your sympathy is for the gallant people who are fighting for the preservation of our Christian way of life and for everything we have been brought up to believe is honorable and decent.

But that sympathy and understanding could have little significance unless it were translated into organized effort. For only through efficient organization can the response to suffering be properly directed. Our 3,700 Chapters constitute such an organized medium.

While only 452 of these Chapters have made surgical dressings, a quota of 22 million dressings has been filled for England, and we stand ready to produce another reserve any time we are asked to do so. At present we are engaged in making 40 million surgical dressings for our own Army under Army specifications.

Our volunteers have made over 5 million garments most of which have already been shipped to Britain. It is gratifying to know that thousands of people who have survived a bombing with only tattered rags on their backs and with hearts near breaking, have been completely outfitted in these Red Cross garments. As a matter of fact, it is the pride of the American Red Cross never to have refused a single appeal made by the W V.S. or the British Red Cross for supplies of any sort.

The time has come to talk of many things, of guns and ships and airplanes, and about the part volunteers can take in the National Defense program. We all realize that through an Act of Congress the A.R.C. is an arm of the Government. It is the only organization that works in close cooperation with the Military and Naval authorities, as a medium of communication between the people of the United States and their Army and Navy.

We are endeavoring to develop each of our Services in order that women may be prepared for any emergency which may arise. Let us not sit in smug complacency, however, thinking that our Red Cross training is perfection; nor unfortunately, can we say that all Volunteer Services exist in every Chapter. But if each Chapter, large and small, is determined to perfect such a Service, it can be done, for, after all, it is the Chapter workers who are the Red Cross.

Young women are swarming to every Chapter offering their services and wanting to do something. What to do with them is one of our difficulties. The girl of today is a different product from the young woman of twenty years ago. In most cases she is used to discipline and hard work and wants a worthwhile program. In order to keep her interest, we must present a challenge. Sometimes these young women are a bit impatient, but this is due to a desire to be of service, and I sympathize with them. They want jobs, but often they seem to want guarantees that the jobs will be exciting and glamorous. That is one reason why in War Relief work they sometimes flock to outside organizations that are running bazaars, balls, lotteries, and polo matches, or organizations that will give them rifle practice and teach them to shoot parachutists and so forth. Unfortunately, perhaps, we cannot guarantee that if these young women take a canteen course they are going to feed masses of troops. We cannot promise a woman that she is going to administer first aid to a victim of sabotage merely because she has taken the course. We cannot guarantee a national epidemic for the benefit of the Nurse's Aides, or assure a Hospital and Recreation worker that she is to write letters for a Jimmy Stewart or a Clark Gable. But we do offer them an opportunity to be prepared and remind them that while it is a fine thing to work for those abroad, it is just as important to be prepared to take care of those at home in case of emergency. We might also remind them that 16 million young men willingly registered at the time of the draft. They registered to be trained in the event their services should be needed. One million of these young men are now in camps. Their jobs are not very glamorous - training in mud, peeling potatoes, and doing kitchen police.

I should like to feel that volunteering in our Services is, in a small way, like serving in the draft. Let us take our training as willingly as do our sons, husbands, and brothers, and prove that no task is too small or too menial for workers in the American Red Cross.

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I find there is an amazing lack of knowledge about what the Red Cross is doing and has been doing. For example, I wonder how many know that the Red Cross is the only welfare organization that is permitted inside our Military and Naval stations. I wonder how many know that the Red Cross has bought one million dollars worth of athletic equipment for our boys in army camps? I wonder how many know that the Red Cross is giving First Aid courses to 300,000 boys in CCC camps and to thousands of men and women working in industrial centers throughout the country - that the Red Cross has been asked to give First Aid training to Selective Service men in the camps which means the training of about a million boys.

I wonder how many know that the Red Cross has become a mammoth Missing Persons Bureau. When an immigrant Polish son seeks word of his mother who is in Warsaw, or a Belgian woman is looking for her children from whom she was separated, or a French woman refugee who escaped to Brazil is trying to locate her husband who is in a German prison camp, then the Red Cross takes on the job of trying to find these persons. To date over 73,000 cases have been handled of which more than 50% resulted in the location of the missing person. In these messages there is fear, dread, bravery, and even humor. There was the instance of a woman refugee who wrote and asked the Red Cross to locate her husband in France and tell him that she was alright and that she did not need any money. The man was located and the message delivered. In a few days, back came his reply: - "Can't be my wife; she never said anything like that before".

Of these and other regular services one hears so little. Perhaps it is because the Red Cross is far too busy to brag.

On the other hand, what one does hear frequently is something to this effect: "It is simply outrageous! I telephoned the Red Cross the other day and asked if I could take a First Aid course immediately and I was told that a new one would not be given for another month". The answer to this is simple. It is that, with the added assignments given us in this period of emergency, it is not always possible for us to take up individual cases immediately. If those who complain would only reason! After all, which is more important: to train some young woman of leisure in First Aid or to train the CCC boy, the drafted man, or the young woman working in a factory who are constantly exposed to dangers where the need of both giving and rendering First Aid is most vital. We are doing our best to keep up with new demands, but I am sure you will agree with me that the more important must come first.

At no time in our history has our country faced a graver situation. At no time in the history of the Red Cross has the appeal for the relief of human suffering outside our own country called forth so immediate and so genuine a response - a response which springs from the heart of every American citizen.

In speaking to the people of Bristol a few days after their severe bombing, Winston Churchill said: "I see the spirit of an unconquerable people." We, Americans, see that spirit and because of it, we are determined to redouble our efforts.

But let us acknowledge facts. True, we have taken courses, made surgical dressings, sewed and knitted, and contributed money, but as yet, we have made no real sacrifices. We have been merely serving Britain who is fighting for the preservation of freedom - and, speaking personally, I am among those who sincerely believe that she is fighting to preserve our freedom as well as her own.

The Red Cross can point with pride to a past of accomplishment and humanitarian service. But today is another day and nothing is as dead as yesterday unless we build upon it and go forward, forward, and prepare for the dawn of tomorrow.

"Let not our mind's eye look at that which is gone but let us with piercing glance look at that which is ahead".

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RED CROSS BULLETIN

DISTRICT OF COLUMBIA CHAPTER

WOMEN'S BUREAU
JUL 31 1942
DEPARTMENT OF LABOR

VOLUNTEER NURSES AIDES NEEDED FOR DAY DUTY IN HOSPITALS!

Vol. 2, No. 2. *July 20, 1942*

The need for volunteer nurses' aides is really acute! The armed services are drawing so heavily on the reserves of registered nurses that the hospitals for civilians are understaffed. In crowded war centers, where every available hospital bed is vitally needed, entire wings have had to be closed because of the scarcity of nurses. The volunteer nurse's aide is the answer, but so far there are just not enough available to relieve the situation. By taking over many of the routine duties she enables each available graduate nurse to care for a greater number of patients. There is the challenge and, if national health is to be maintained, the Red Cross must supply the volunteer nurses' aides in increasing numbers.

In order to qualify for the nurse's aide corps one must be in good health, be between the ages of 18 and 50 and have at least a high school education. The courses require 35 hours of class room work in 3½ weeks and a probationary period of 45 hours in the hospital. After completion of the course, the aide receives her cap and states her willingness to serve a minimum of 150 hours a year and her preparedness to serve in emergencies in local hospitals, casualty stations and first aid posts for as long a period of time as needed.

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The American public has met its first quota and delivered to the Army and Navy 396,288 units of plasma from a like number of pints of blood, the greatest mass bleeding of all time. THE JOB HOWEVER, IS JUST BEGINNING. As our troops increase their participation at the fighting fronts, it is vital that the blood flow to them regularly. There are 18 centers throughout the country where it is collected and shipped to selected laboratories for processing into plasma.

Our own Blood Donor Center is the only one in the country where the whole process - from the donor to the finished plasma - is completed under one roof. Since its opening in May 1941, some 19,000 donors have given their blood, many several times. The Center played its part well in the recent accomplishment in completing its first delivery of plasma to our Army and Navy three weeks ahead of scheduled request, according to reports received from Mrs. Dorothy Mason Walton, Director of the Donor Service for the Chapter. Co-operating chapters are contributing generously by sending in donors and Red Cross volunteer workers from the Staff Assistance Corps, Gray Ladies, Nurses' Aides and Motor Corps have given invaluable service at the Center.

Mrs. Vera D. Stout, Assistant to the Director, is in charge of all appointments and reports that government departments have been very active. Dept. of Commerce, 900; Veterans Administration, 800; Dept. of Agriculture, 750; O.P.A., 500; Social Security, 600; F.B.I., 175; W.P.B., 250; Labor, 200; G.A.O., 625, and many more but space does not permit the full list. The number of single appointments increase daily also.

There will be new quotas to be met - and soon - and every person of good health must realize the seriousness of the situation and contribute blood as soon

and as often as possible! This is the most destructive war of all time—destructive of property, institutions and lives. Our men at the far fronts are endeavoring to prevent that destruction in our own land— we at home must prevent THEIR destruction in as far as we are able. YOUR BLOOD CAN HELP SAVE LIVES.

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The Production Unit of the Treasury Department has presented the District Chapter with two handsome silk flags complete with standards. The United States Flag and the Red Cross Flag now adorn the stage in the Hall of Service at the Chapter House.

Production units, engaged in garment-making, have a heavy schedule for the summer if they are not to fall behind their quotas. They are still 46,000 garments short on their present quota and have just been given an additional allotment of 48,000 more to make. These are to be sent where they are most needed and in times like these it is more important than ever that ample reserves be on hand for any emergency. Workers who are being hampered by gas rationing are being urged to form sewing groups in their neighborhood to keep the supplies coming in regularly.

A letter has been received by the Chapter Chairman from the Vice Chairman in charge of Domestic Operations which says in part: "This letter gives me an opportunity again to express to you and your volunteers the thanks of the hundreds of thousands of refugees in foreign lands and in our insular possessions to whom your gifts have been distributed. You would feel amply repaid for your efforts if you realized even in a small measure what your help has meant to these unfortunate people. We, of the American Red Cross, are proud of you and of your contribution to the cause of humanity.

"During the past six months hundreds of thousands of garments and surgical dressings have been shipped to Hawaii, Australia, Russia, and Great Britain. Calls in the future may be greater than in the past, and it is imperative that current requests be met promptly and that we build up as large a reserve as possible to meet future needs.

"We have garments now in our warehouses but a recent survey of these stocks and of the garments in process of production in Chapters revealed that the supply of a number of items was low in proportion to probable needs. In addition recent requests from abroad have indicated the advisability of adding new types of garments to our standard list. On the basis of this survey, additional material has been purchased by the Procurement Service of the Treasury Department with government funds and this will be available for distribution during the next few months."

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Mrs. Harbold has announced a new quota of surgical dressings requested by the Army, 282,000 of these to be delivered by August 31st, so there will be no summer holidays in the surgical dressing rooms at Walsh House. Experienced workers are being asked to double their time to make up for those who are out of town.

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Over five thousand Comfort Kits have been sent to soldiers embarking for overseas, made by the District production units and filled through their generosity. Seventy-seven organizations and a number of individuals took part in the project and contributed the funds necessary to purchase all of the handy items which went into them.

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The renovated and gaily decorated Canteen opened at the Chapter House on July 13th. A cafeteria has been opened in the garden to serve workers at the Chapter House and National Headquarters, designed primarily to give experience in mass feeding to all graduates of Canteen courses. With a patriotic color scheme of red, white and blue in the chairs, tables and umbrellas, red geraniums in pots on the tables and other artistic features of decoration, the Canteen should be an added inducement for workers to spend many days working on the heavy quotas of work this summer.

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At last news comes that Red Cross food and supplies are reaching prisoners of war and interned civilians in some parts of the Pacific area. Food originally sent to China has already been distributed in Hongkong and Shanghai and the M.S. Gripsholm, which is returning Japanese diplomats to their homeland via Africa, is also carrying a large quantity of food packages and medical relief supplies. Arrangements have been made for these to be distributed by a representative of the International Red Cross Committee. In addition to its own supplies, the Red Cross is shipping for the Army and Navy complete outfits of new clothing and comfort articles of all kinds to the prisoners of war.

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The first public appearance of the King of Greece in this country was at the Headquarters of the American Red Cross. The second was at Walsh House, where he greeted his countrywomen who make surgical dressings there regularly. His never-to-be-forgotten words: "I bring to you the heartfelt gratitude of my people for every act of mercy to them in the past; their faith in your continuing mercy to them now and in the future; their pledge to you and to the world that you will not have helped to save them in vain", brought a silent pledge from every heart to answer the plea of valiant Greece.

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Members of the Women's Army Auxiliary Corps will be accorded the same services of the American Red Cross as their brothers in service of their country.

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Norman H. Davis has announced that THE COMBINED ROLL CALL AND WAR FUND CAMPAIGN WILL BE HELD IN MARCH 1943 INSTEAD OF ROLL CALL THIS FALL. Serious consideration has been given to proposals from a number of communities for a joint campaign designed to collect funds for all war relief agencies. President Roosevelt and Mr. Davis consulted on these proposals and fully concurred in the final decision. As the President summed the reasons for this procedure: "The character of the Red Cross and its responsibilities under International Treaty and its Congressional charter are such that the national interests will be best served if the Red Cross maintains direct contact with the People for the membership and support necessary for its work at home and abroad." KEEP MARCH 1943 IN MIND.

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KEEP UP WITH RED CROSS NEWS. SUBSCRIBE TO RED CROSS COURIER THROUGH THE CHAPTER. 12 COPIES, 75 CENTS. DO IT TODAY.

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Miss Anne Larrabee,
Room 1322, Women's Bureau,
Dept. of Labor Bldg.,
City.

Phillips
[illegible]
Hoffman

AMERICAN RED CROSS
NEWS SERVICE

NOTE RELEASE DATE

RELEASE TO SUNDAY NEWSPAPERS, FEBRUARY 8

RED CROSS VOLUNTEER GROUP TO MEET IN CHICAGO TO REVIEW WOMEN'S WORK

Washington, D.C., February 7 -- More than 100 women representing Red Cross women volunteers from Maine to California will gather in Chicago February 17 to 19 to discuss the war work of the Volunteer Special Services of the American Red Cross.

Mrs. Dwight Davis, national director, will preside at the opening session which will be held in the auditorium of the Chicago Historical Society. Following meetings will be in the Drake Hotel which will be headquarters for the members of the National Committee on Volunteer Service.

The Committee which is charged with planning women's volunteer work in the Red Cross, makes recommendations to Chairman Norman H. Davis. Its members are appointed by him.

Present at the conference will be Miss Mabel T. Boardman, of Washington, secretary of the American Red Cross and a member of the Central Committee. Miss Boardman, whose volunteer work with the Red Cross covers almost 40 years, was for many years active director of the volunteer work by women, being succeeded by Mrs. Davis two years ago. Mrs. Davis also is a member of the Central Committee of the national society.

Mrs. Woodrow Wilson of Washington, an honorary vice chairman of the committee, will attend the sessions as will Mrs. Louis J. Lemstra, former national president of the American Legion Auxiliary.

Also present from Washington will be the following volunteer assistants to Mrs. Davis: Mrs. S. Sloan Colt, assistant director in charge of production; Mrs. Walter Lippmann, assistant director in charge of nurse's aides; Mrs. F. Trubee Davison, assistant director in charge of motor corps; Mrs. Archibald MacLeish, assistant director in charge of camp and hospital service; Mrs. Edward Maccauley,

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liaison officer between Volunteer Special Services of the American Red Cross and Volunteer Participation of the Office of Civilian Defense; Mrs. Wilmarth Lewis, assistant director in charge of staff assistance; Mrs. Hendrick Eustis, assistant director and editor, "The Volunteer"; Mrs. Richardson Dunham, assistant director in charge of braille; Mrs. Graham Dougherty, assistant director in charge of canteen corps; Miss Adelaide Whitehouse, secretary of conference and assistant director, Volunteer Special Services.

Mrs. Henry M. Robert, Jr., former president general of the Daughters of the American Revolution, and daughter-in-law of the late author of "Robert's Rules of Order", will attend as a guest and preside at several sessions.

The Chicago committee on arrangements for the meeting is composed of Mrs. Joseph Cudahy, chairman, and Mrs. Frederic W. Upham and Mrs. Charles G. King. Mrs. Richard Bissell of Washington is chairman of the national committee on arrangements.

The opening session will be held at 2 p.m. February 17, with the welcoming address by Mrs. James A. Cathcart, chairman of Volunteer Special Services of the Chicago Red Cross Chapter.

Mrs. Cudahy will entertain the committee at dinner Tuesday evening. The speaker will be Dr. Winifred C. Cullis of London.

The Wednesday meetings will be round tables for committee members only, and the Thursday morning session will be the concluding session.

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THE AMERICAN RED CROSS
NEWS SERVICE

NOTE RELEASE DATE

FOR RELEASE in papers of March 19
(Two releases in one, combined to conserve paper)

ARMY NURSES ASSIST AMERICAN RED CROSS RECRUITING CAMPAIGN

Washington, D. C., March 18 -- Assignment by the War Department of 26 Army nurses, including three who served on Bataan, to assist the American Red Cross in recruiting 30,000 nurses for the Army Nurse Corps this year, was announced here today.

The Bataan nurses include First Lieutenants Leona Gastinger, assigned to Atlanta, Ga.; Ruth Straub, to Chicago, Ill.; and Beth A. Veley, to San Francisco, Calif.

Others are First Lieutenants Alice May Young, Boston; Helen Braun, Providence, R.I.; Laurette Slate, Hartford, Conn.; Iva F. Lindstrom, New York City; Eleanore M. Gosline, Buffalo; Thelma E. Derr, Baltimore; Rebecca M. Barnard, Philadelphia; Elizabeth Hartman, Pittsburgh; Marie E. Simler, Richmond, Va.; Rubye J. Cheek, Nashville, Tenn.; Dorothy Seymore, Birmingham, Ala.; Ruth A. Love, Columbus, O.; Winifred F. Alber, Cincinnati; Edna Sharrit, Cleveland; Ilean Moore, Indianapolis; Helen E. Mollencop, Louisville, Ky.; Mabel Hammarlund, Kansas City, Mo.; Kathryn Helm, Omaha, Neb.; Gladys Gallien, Dallas, Tex.; Geneva Pannell, Houston, Tex.; Mallie F. Mahaffey, Salt Lake City; Edna H. Giddings, Seattle, Wash.; Johanna R. Vreeland, Portland, Ore.

The nurses divide their time between Red Cross recruiting centers and the headquarters of the U.S. Army Officer Procurement Service. They will interview applicants, help evaluate their credentials and receive requests for specific assignments.

More than 4,000 nurses have enrolled in the Red Cross War Reserve, for assignment to the Army and Navy Nurse Corps, since the recruiting stations were set up in 38 principal cities two months ago, Miss Mary Beard, national director, Red Cross Nursing Service, said. The January total was 2,049 and the February total 2,098 as compared with 1,704 in December.

Recruitment in the Red Cross War Reserve has been given impetus by the Army's recent order raising the age limit for nurses to 45, Miss Beard said. The former age limit was 40.

"I believe the increase is attributable to stepping up recruitng in our chapters, the assistance given by the Army, the increase in salary for war nurses, the acceptance of married nurses in the Army and the raising of the age limit to 45 years," Miss Beard said.

# # # # # #

PRISONERS OF WAR HELD BY JAPANESE RECEIVING LETTERS

Washington, D. C., March 18 -- The Japanese Government has advised the International Red Cross Committee that it distributed 230,000 letters from home to American and United Nations prisoners of war during 1942, and is now distributing the bulk of mail received for prisoners from abroad, American Red Cross headquarters said today.

The information was forwarded to Geneva by the Committee's delegate in Japan, who reported that he had visited the filing and sorting offices where 40 full time workers were sorting 150,000 letters. Five thousand four hundred letters were delivered to the Philippines, according to the Japanese, 7,500 to Shanghai, 21,500 to Hongkong, 600 to other parts of China, 4,500 to Zentsuji, and 800 to other parts of Japan.

# # # # # #

(COPY)

Washington Daily News
August 22, 1943.

SOMETIMES THEY'RE BETTER

WOMEN FLIERS AS GOOD AS MEN, CHIEF INSISTS

Maj. Earl Johnson, commanding officer of 2500 American women pilots, believes that women are just as good as men on most flying jobs and sometimes better.

The women pilots -- who comprise majority of the approximately 3500 registered in the country -- are members of the Civil Air Patrol, organized a week before Pearl Harbor to work for the Army and Navy. They form about one-tenth of the CAP's total enrollment.

A veteran flier himself, Johnson said there are "more good pilots in a group of 100 women (in CAP) than in a similar group of men."

Women Work Harder

"The reasons are that they work harder, are more serious about their jobs, and carry thru better on details," he said.

The only limitation placed on women in CAP is an order against flying in coastal regions, considered combat zones. Otherwise, they fly alongside the men in delivering materials and planes to the Army and ferrying passengers on official business.

About half the women are non-pilots who do office and communication work. Some are instructors in navigation, communications, drill, military courtesy, first aid and gas protection.

The pilots fly thru blackouts. They also steer planes over practice ranges for Army anti-aircraft gunners to train their shooting eyes -- with blank ammunition.

Johnson cited several instances in which women have distinguished themselves as CAP members.

They Aid Flood Areas

They helped ferry food, drugs and first aid equipment to flood-stricken areas in Missouri and Oklahoma last spring.

In Boston, the Massachusetts wing commander gave a woman pilot the job of ferrying Civilian Defense Director Landis to Provincetown, Mass. on an inspection trip. She had to land on a poorly-kept field, but the trip went off smoothly.

Most of the CAP's women are in mixed squadrons, but there are three all-women groups in Cleveland, Atlanta and St. Louis.

Palladium Item (1)
Richmond, Ind. October 25, 1942.

MISS WETHERILL HEADS SECTION OF 99's, NATIONAL FLYING GROUP

Wayne county's first woman flier, Miss Helen Wetherill, received another honor Saturday.

Miss Wetherill who has served for two years as state chairman of the 99's an organization of women aviatrices, was notified Satusray she had been elected a governor of the group. She will be in charge of all club activities in the north central section which includes Illinois, Indiana, Ohio, Michigan, Kentucky, Wisconsin, Minnesota, Iowa, and Missouri. At the present time there are over 40 members in the State of Indiana.

The club was organized in 1931 by 99 women pilots in the United States. The only qualification for membership is that each woman have a private flying license or better.

Besides her activities in the 99's she is also actively identified with the local Civil Air Patrol of which she is training and operating officer. She recently received her commission as second lieutenant.

VOLUNTARY ORGANIZATIONS -1943

Red Cross Workers Bring Cheer To Wounded Men in Army Hospital

Arts and Crafts Are Taught and Soldiers Back From the Battlefronts Are Helped to 'Snap Out of It'

4/6/43

Sounds of laughter, hammering and music fill the white-lined corridors of the Red Cross building at Halloran General Hospital on Staten Island. In this Army hospital women volunteers from the New York chapter and professional Red Cross workers see that wounded men back from the front lines are once more learning how to relax and "keep busy" at occupations far different from shooting Japanese, digging foxholes and manning guns.

With Army coats slung over maroon pajamas, the boys, under the guidance of trained Red Cross workers, are "snapping out of it." In the crafts shop, for example, a first lieutenant measures a small piece of wood carefully as if he were planning a dawn attack. Seriously he studies its proportions for the corner of a cabinet, untroubled by the sergeant next to him who is driving nails into a two-shelf chest.

"I certainly feel as if I'm a kid in high school again," says the six-foot sergeant as he surveys his workmanship with pride. "I studied carpentry for two years then. It's quite a thrill to find I still remember what I learned, and quite a change from playing the trumpet in a band for ten years. Why, I finished this job in less than four hours."

Men Like Leather Work

A yellow-smocked arts and skills artisan smiles approval. Her assistant, a Gray Lady with a batch of colored wool scraps in her hand, adds her praise, then moves across the room to two soldiers busily threading needles to stitch small leather purses.

"Leather work is one of the most popular categories in our program," the worker explains. "The boys like to make small things to send home to their girls. One West Indian made the most elaborate embroidery design with tropical birds in brilliant reds and purples and then knitted a scarf banded in vivid chartreuse and pink. Another boy just copied one of the raffia models in our showcase and made a charming figurine for his girl to wear on her suit lapel for the Easter parade."

Puppets are also popular. Though the men like to work on the kind manipulated with strings, they particularly enjoy those operated by sticking their own hands and heads through the openings.

But the one thing dearest to the hearts of the men is their insigne. They embroider it, weave it on rug handlooms, model it with plastilene. Across the hall a patient whose neck is slightly stiff and speech thick is molding it on a plaque, while another patient with the roar of battle still ringing in his ears carves a delicate flower pattern on a clay hand mug.

Two doors down a Red Cross uniformed woman plays a song on an accordion. One soldier picks up the tune on a "gadget" instrument, as the banjos and guitars are called, while another, so nervously upset only a few weeks ago that he wanted to be by himself, almost drowns out the concert with a small "sweet potato."

Most crowded of all is the auditorium. A large room, comfortably furnished with dark red divans and armchairs, it is filled with smocked arts and skills workers, Red Cross Gray Ladies and patients. Near the door, three groups are playing some serious bridge. Next to them, at a large table, a Gray Lady and a young boy engage in a game of slapjack, almost bumping elbows with a group cutting out colored paper flowers and planes and mounting them on trays. Farther along, a corporal is making his first picture frame, while his neighbor wields a glue brush to bind a pocket notebook.

Six Games of Table Tennis

A murmur of conversation blends with the thump of ping-pong balls. Six table tennis games are in full swing. At the first table, a Waac plays with a soldier with one arm in a sling. Watching on the sidelines are a soldier with a rubber-tipped cane and one with his arms in a cast that looks like a pair of water wings. A Gray Lady stops to light his cigarette and listen to his story.

"The men would rather talk about their homes and their girls than anything," she explains. Her eyes are wistful, for her own husband is serving overseas.

There are also many non-uniformed women present—mothers and sisters visiting the patients and driven from the hospital gate to the building by Red Cross motor corps volunteers. One wife has brought her 4-year-old daughter along to see Daddy.

Each Sunday afternoon tea is served to visiting relatives and the men in the auditorium. Movies are shown for the boys twice a week on a 35-millimeter projector, and they get the very latest pictures. Love stories are not as popular as comedies. Favorite comedians are said to be Abbott and Costello.

"The boys want to laugh," Miss Ruth Damerau, field director for Red Cross activities, explains. "They like movies so well that the North Atlantic Area Chapter has provided us with a 16-millimeter screen to take movies right to the bedside of ward patients. As far as I know, we are the first hospital over here to have such a projector. They are usually reserved for overseas."

The last motor corps station wagon was leaving for the ferry. Three women daytime workers, the hospital baker and a sergeant piled in for New York. The driver and her blue-uniformed motor corps officer of the day stopped the car at frequent intervals as they saw a soldier along the road.

"Want a lift into town, boys?" they asked. "Hop in. There's always room for one more"—a remark that seemed to epitomize the spirit of the Red Cross women at Halloran.

RED CROSS BULLETIN

DISTRICT OF COLUMBIA CHAPTER

NEWS NOTES FROM THE CHAPTER

Vol. 3 No. 3 August 20, 1943

National Red Cross has asked the chapters to help in the recruitment of medical and psychiatric social service workers in hospitals of the Army and Navy at home and abroad. There is urgent need for several hundred more workers to go to Australia, North Africa and Great Britain, while a number of openings are available in military and naval hospitals in this country. For women interested in social work and recreation, these positions offer an exceptional opportunity for vital war work in connection with the armed forces.

Applicants for positions as case workers and as medical and psychiatric social workers should offer experience in an accredited social agency. Formal training in an accredited school of social work is also highly desirable. Recreation workers should offer academic training in recreation or allied subjects or recreation experience in an institution, community center, camp or the like. All applicants must be United States citizens and in good health. Age limits are from 25 to 50 years. For further information call Eastern Area Headquarters, Temple 7100, Personnel, Ex. 167.

The work these women are doing in our hospitals abroad for the morale of our soldiers is of the greatest importance to the future lives of these fighting men. The pay is very good. If readers of this Bulletin know of anyone interested in this type of work and with the necessary qualifications please tell them of the opportunity.

NEW BLOOD DONOR CENTER

The opening of the new center was most impressive and General Kirk, Surgeon General of the Army, made a statement which cannot be repeated too often. He said, "Blood donations have fallen off throughout the country since our recent successes in Africa and Sicily. Now is the time to give your blood! Remember our soldiers will not be our patients if we have defeats--they will be Axis prisoners."

The first day, Monday August 2nd, there were 438 blood donors, which set some sort of a record in a new location. The air-cooled third floor is spacious and attractive. Thirty donors may be taken at one time. Soft music is piped in which is very pleasant and soothing to the donors. The new telephone number is District 3300. Keep the flow of plasma in a constant stream!

NEW QUARTERS

The D.A.R.'s have most generously donated the first floor of their building, Continental Hall on 17th Street, for offices of the volunteer services. Each corps has a separate office and the volunteers are delighted with the change. The old offices at Corcoran will be turned over to Home Service which is expanding with great rapidity.

O. C. D. PARADE

Mrs. George Garrott, our new chairman of Volunteer Special Services, led the Red Cross group. She has nothing but praise for the volunteers of Red Cross who marched in the parade on the 30th of July in spite of the extreme heat and the

$3\frac{1}{2}$ hours they stood waiting to begin the march. The parade was held to inspire more defense workers for the city. The Red Cross headed the group of volunteer organizations with over one hundred women. American and Red Cross flags, flying from the vehicles of the Motor Corps heralded the Red Cross unit. Scarlet-lined capes of twenty Red Cross nurses were followed by the Commando blue uniforms worn by the Chairmen of the eight Volunteer Special Services, bringing up numbers of their own colorful groups, including about 40 attractive young women representing the Junior Red Cross. Mobile Equipment: Ambulance, Blood Donor Unit, a Vanette, a Station Wagon, Mobile Canteen and a Home Service car rolled along as an expression of the extensive cooperation of Red Cross with the O.C.D. work.

CLUBMOBILE GIFT

The Surgical Dressing unit of the chapter has contributed enough money to buy a clubmobile to be used by the Red Cross in isolated areas abroad. Mrs. Brown Harbold, chairman, presented the check to Mr. Lund on July 28th. The check represents 100% contributions from surgical dressings volunteers throughout the District. The Clubmobile will be called "Surgical Sponge" and will be inscribed with the name of the D.C. Chapter of the American Red Cross.

TRAINED NURSE NEEDS

Miss Adams, who has replaced Mrs. Baker as recruitment secretary of nurses, says that the District must recruit 350 nurses between now and the end of the year for military service.

The size of the Army in World War II is twice that of the last war, yet the increase in nurses in military service is not nearly proportionate. In the last war 23,868 were serving; so far in this war approximately 30,000. It is obvious that civilian institutions must release nurses for war service and the field of private duty nursing must be pared down to a minimum. We must have the cooperation of physicians and the public in limiting private duty calls to cases of extreme necessity.

Retired nurses have been asked to make themselves available for duty again. This will mean a sacrifice on the part of many who have family responsibilities but they will be fulfilling a real need. The assignment of thousands of nurses to foreign posts will not leave the home front neglected if we have enough Nurse's Aides and Home Nursing graduates.

Miss Adams states that the Nursing Service of the Red Cross maintains a reserve for local disaster, blood donor service, Home Nursing and Nurse's Aides instructors and that these services must also be recruited.

THANK YOU'S

Somewhere in Africa. Sunday, 18th of July: TO THE AMERICAN RED CROSS: I, Sgt.---- am very very sorry for not thanking you sooner for the gift I received. The reason of course is that the Boys and I are very busy. I guess you can understand what we mean.

I have to give the Red Cross a big hand--they really do help in this war. Every ten days the Red Cross comes to see the boys in my outfit and they give books, candy, chewing gum, and to top it all a good cup of coffee and some good American doughnuts. Yes, we boys overseas sure do appreciate it very much. They also have the boys laughing with their jokes. That shows the American spirit and it is good to see some women from the States.

So, on behalf of the boys and myself we say--Thanks a lot for everything the Red Cross does. Keep up the good work and we shall do the same here----

The President, American Red Cross Chapter House "Somewhere en route"
1730 E St. N.W. --Sir: "The little more and how much it is
The little less and what worlds away."

The skies were darkened this morning for the first rain of our trip; men were beginning to feel the tedium of restriction from the comparative freedom of hikes and other army manoeuvres; the restful contemplation of "the moving waters at their priestlike task of pure ablution" had begun to generate an added restlessness. Then the call came to fall in to go on deck. Many thought it merely a refresher exposure to deck air, many thought it just another stratagem to disrupt the growing laziness.

Then your kit bag was distributed. Indeed it is as the spark that kindles. The whole spirit has changed. Your "little more" recalls the same stimulation of the unexpected ice-cream cone to play-weary youngsters--when we were young and equally zestful.

Each soldier seems to prize his own particular item. There is an immediate rush of reading; book-swapping brings a new item of barter. Many plan early use of the sewing kit--even as I. The tablet and envelopes--again, even as I. The cards? Well, partial pay-day yesterday and a stern injunction against gambling certainly should make solitaire an obvious game "pour le sport." But indeed your kit seems to all a cornucopia of your best wishes.----On the high seas where the horizons are our only neighbors, it is greatly encouraging and helpful to know so well how your spirit and helpfulness are not restricted by horizons.

A Salute to all your members. Appreciatively----

Dear Sirs: I thank you for the kit that you made up and that I was the lucky fellow that received it. It had everything that I could use. I am sorry that I couldn't find a blonde in the kit. I thank you again for the kit and hope you will forgive me for not finding the blonde.

Respectfully------

Public Relations Committee
Sally Foster, Editor

Sec. 562 P. L. & R.

PUBLICITY DEPT.
DISTRICT OF COLUMBIA CHAPTER
AMERICAN RED CROSS
1730 E STREET, N. W.
INGTON, D. C.

Mary V. Robinson,
Director of Information Division, Women's Bureau,
Rm. 1316, Dept. of Labor Bldg.,
14th St. & Constitution Ave.,
Washington 25, D. C.

RED CROSS BULLETIN

DISTRICT OF COLUMBIA CHAPTER

NEWS OF PRISONERS OF WAR AND FREE MEN

Vol. 3 No. 4 Sept. 20, 1943

CHRISTMAS PARCELS FOR PRISONERS OF WAR.

During the month of August approximately 2,000 Red Cross volunteers, working in shifts, reported daily at the Prisoner of War Food Packing Centers in Philadelphia, Chicago and New York to prepare 400,000 standard food packages for holiday distribution to the war prisoners in Europe receiving aid through the American Red Cross. Decorated with the Christmas motifs and the proverbial colors of red and green, the packages were shipped early in September as it takes approximately three months to reach their destination in enemy held territories. In addition to the 400,000 standard food packages, the New York Center packed an additional 10,000 special Christmas boxes for United States prisoners alone, both military and civilian held by the enemy.

These latter packages differ from the standard food packages in that they contain: baked ham, cheese, fruit cake, fruit bars, jam, Army spread, peanut butter, coffee, sugar coated and sweet chocolate, hard candy, candied nuts, cigarettes and one game.

These special packages for United States prisoners are paid for by the Army and Navy and private orders are not accepted from individuals, the Red Cross announced.

As much as environment will permit, the Christmas spirit will be conveyed to interned prisoners by International Red Cross representatives, the Red Cross said.

All centers are continually boxing standard food packages and the newest center, located in St. Louis, and utilizing the services of 700 Red Cross workers, closed its first week recently with an average of 8,000 packages daily.

RED CROSS RELIEF ON GRIPSHOLM.

The American Red Cross loaded a cargo of prisoners of war relief supplies valued at $1,565,000 on the diplomatic exchange ship Gripsholm, it was announced late in August.

Fifty-five per cent of the 1,400 tons of supplies are marked for off-loading in the Philippine Islands for the prisoners taken on Bataan and Corregidor, the Red Cross announced. The remainder will be off-loaded as follows: Java, 6 per cent, Shanghai, 12 per cent and Japan, 27 per cent.

The supplies are for American military and civilian prisoners held by the enemy in all camps in the Far East. Preference in the cargo was given to prisoners of war food parcels and medical supplies.

In the cargo are 7,125,000 multivitamin capsules and large quantities of ascorbic acid, nicotinic acid, riboflavin, thiamin hydro chloride tablets and other similar medicines for injections for these prisoners suffering from deficiency diseases. Included also are 4,300 units of dried blood plasma.

Details of the cargo follow: 160,000 standard prisoners of war food parcels; 2820 cases, average weight 100 pounds, of drugs, medicines, vitamins, surgical dressings and instruments valued at $275,000; 465 cases of clothing, shoes and comfort articles for women and children; 3,805 cases of men's clothing; 2,000 cases of men's shoes; 215 cases shoe repair kits; 950 cases comfort articles for men; 55 cases of first aid kits; 190 cases of cigarettes, pipes and smoking tobacco. Each food parcel contains 5 packages of cigarettes so that almost one million packages are contained in the shipment.

In the cargo are 24,200 food parcels from the Canadian Red Cross for their prisoners; 225 cases of books, Bibles, sports and recreational equipment from the Y.M.C.A.; 40 cases of religious material from the National Catholic Welfare Conference.

RED CROSS SENDS AQUATICS EXPERTS TO TRAIN TROOPS

Five special field representatives, experts in aquatics, have been sent to Hawaii and the United States possessions in the Caribbean area, it was announced recently by the American Red Cross. Their assignments will be to train classes of instructors, among both civilian population and the armed forces, in wartime functional swimming, water safety and first aid.

"There has been an increased demand for instruction and training of persons of military age in the type of aquatic skills most useful in wartime," said Harold F. Enlows, National Red Cross director of First Aid and Water Safety.

"Although the Red Cross in the past has conducted intermittent water safety classes in the insular possessions, these are the first representatives sent out for the express purpose of establishing a program of continuing instruction in wartime functional swimming. They will organize and teach classes of instructors, who in turn will carry the training to larger bodies of soldiers and sailors and civilians of military age."

BLOOD DONOR NEWS FROM NATIONAL

Twelve months ago, looking back over a year of progress, we noted with pride that the Blood Donor Service had expanded to a total of 18 Centers with a combined weekly production of 22,000 pints of blood.

Today that achievement, dramatic though it seemed at the time, is dwarfed by the additional expansion that has since taken place. Instead of 18 Centers we now have 33. Instead of 22,000, total donations now average 90,000 a week. At the end of July, total donations to date amount to 3,687,578 compared with 595,955 a year ago.

At the present rate of production it is obvious that the announced quota - 4,000,000 pints in 1943 in addition to the 1,300,000 pints procured through 1942 - can be obtained. But merely attaining the quota is not enough. Laboratory processing contracts are geared for 92,300 pints a week for dried plasma and serum albumin, and the liquid plasma requirements bring the total quota to 93,950 pints weekly. This and other factors, plus the always-present possibility of increased requests from the Army and Navy, make it imperative that this goal be attained every single week.

In this connection, one point should be emphasized; despite recent developments we cannot afford to speculate upon the end of the war or to relax our efforts. While no one can call the turn of events, it is significant to point out that, according to our understanding, the armed forces will require production at least at the present rate throughout 1944.

Blood Donors are needed in a continuing stream at our own Blood Donor Center at 51 Louisiana Ave., N.W. Call today and make your appointment, Di. 3300.

RED CROSS WORKERS LANDED WITH TROOPS IN SICILY

American Red Cross workers landed with the troops in Sicily and are carrying out traditional Red Cross services to the men of the United States' forces, Chairman Davis has announced.

At least fifteen Red Cross field directors and assistant field directors landed at an early stage in the operations. Another still larger group, including three women staff members, has left North Africa and probably already has arrived in Sicily. Other personnel will be moved into the same area when required.

THANKS FROM YANKS.

TO SOME FRIEND BACK IN THE STATES: This morning, on an early watch up on the bridge where the wind was blowing an easy 40 knots and the wind was cutting through us signalmen and chilling us to the bone, they issued to each of us some Red Cross clothing. And when I put on that nice "home-made" high turtle neck sweater, it was all that was needed to tide me over until we were relieved by the next watch. I know of many of my friends back home who have been knitting such items for the men in the service but this is the first I have had the pleasure to enjoy any of it. Know that those who were lucky enough to get in on the warm gloves, scarfs, hats, sweaters are proud of them namely not because they are nice and warm but because they were made by some one back home. -----

LADIES OF THE RED CROSS: I want to thank you for the sweater which I received from your chapter. It came at a time when heavy clothing was needed. I assure you that it will be put to good use.

I have been a member of the Red Cross for quite some time. Through a Marine Disaster I was left with very little clothing. The Red Cross came to my rescue and furnished myself and everyone else that were in the same situation as I was with clothes. I have never forgotten that and am quite loud in my praise for the American Red Cross. I am quite sure all the members of the Armed Forces appreciate all that you have done for them ---

DEAR MRS. HAVEY: We have just received an air mail letter from a Red Cross Field Director "somewhere in North Africa". We know this will be of interest to you. The envelope contained one of the cards which we enclose in our Comfort Kits. This particular kit card had typed on it- "Gift from employees, Department of Agriculture". Written on the back was the following message- 'Delivered and received with gratitude in North Africa. The boy who got it can't write any more'". Signed - A.R.C. Club Director.

Thank you very much for your donations. I assure you they most certainly will come in handy. The work the Red Cross is doing at home and over here will really never be half told. Thanks again. Signed-----
Below in caps "I HEARTILY CONCUR - THE CENSOR."

Public Relations Committee
Sally Foster, Editor.

FOR DEFENSE
POSTAGE 1 CENT

PUBLICITY DEPT.
DISTRICT OF COLUMBIA CHAPTER
AMERICAN RED CROSS
1730 E STREET, N. W.
WASHINGTON, D. C.

Sec. 562 P. L. & R.

Miss Mary V. Robinson
Director of Information Div., Women's Bureau
Room 1316, Dept. of Labor Bldg.
14th & Constitution Ave.
Washington 25, D.C.

UNITED STATES OF AMERICA
INDUSTRY-AGRICULTURE
WASHINGTON

RED CROSS BULLETIN

DISTRICT OF COLUMBIA CHAPTER

VOLUNTEERS RECRUIT YOUR FRIENDS! HELP NEEDED BADLY!

Vol. 3 No 5 October 20, 1943

15,000 Comfort Kits for men embarking for overseas service are to be furnished by the District Chapter within two months. Half of these are for men in the Navy and is the first quota of its kind to be filled by the Chapter.

Groups, organizations or Production Units are invited to participate in sponsoring kits, Each kit has a greeting card bearing the name of the group contributing. There are twelve comfort and recreation items in each kit including small soap box and soap, deck of cards, pack of cigarettes, envelopes and paper, razor blades, a pocket size detective book, etc.

CALL FOR ADDITIONAL VOLUNTEERS

An urgent call for more volunteers to serve in the home front ranks of the American Red Cross has just been issued by Norman H. Davis, Red Cross Chairman.

Recruitment is being conducted by Volunteer Special Services which lists eight specific services for which women can volunteer.

"It becomes increasingly apparent that the present number of Volunteer workers must be reinforced to maintain Red Cross production and services to both members of the armed forces and civilians at the high standard of efficiency demanded," Chairman Davis declared.

It was pointed out that more than three million American women, now enrolled in Volunteer Special Services, are donating approximately 975 million hours annually in the fulfillment of Red Cross wartime obligations.

Mrs. Dwight Davis, national director of Volunteer Special Services added her plea to that of Chairman Davis.

"Every woman can serve humanity during this war," she said. "The task falling upon us requires the concentrated efforts of not just a few, but rather the combined efforts of many trained women."

Let the chapter add their plea for more volunteers! Every corps needs help. The three branches of Production, garments, knitted garments and surgical dressings need more workers-Canteen needs volunteers very badly-Staff Assistants-in fact as stated above each branch must have more volunteers. Classes in Home Nursing, Nutrition and First Aid are constantly forming.

Let each woman give more time than she can well afford so that when our soldiers come home they can be greeted with a clear conscience!

FISHING KITS FOR SOLDIERS GIVEN TO RED CROSS

First shipment of a total of 20,000 compact fishing kits for the use of American Soldiers around the globe, was presented to the American Red Cross by Michael Lerner, chairman of the Tackle Committee of the International Game Fish Association.

Immediately after the presentation, the kits, 1,000 in all, were started on their way to a West Coast port from which they will be shipped to military installations in Alaska and the Aleutian Islands. The 19,000 additional kits are in the process of manufacture and will be shipped to military posts around the globe.

The kits, each weighing less than a pound are small enough to be carried in a soldier's pocket, yet are so complete that they can be used to snag the strange tropical fish in the waters of the South Pacific, cod off Newfoundland or salmon in the bays of Alaska, according to Lerner who with Philip Wylie, the author, and Julian Crandall, sportsman, designed the kit.

The kits are being provided by American sportsmen and followers of Izaak Walton through the International Game Fish association, American Museum of Natural History, New York City.

SOLDIERS ABROAD CAN'T CASH CHECKS RED CROSS WARNS

Since it is practically impossible for an American soldier overseas to cash a check drawn on a bank in the United States, the American Red Cross today advises relatives, friends and former employers that the best way to send money to servicemen abroad is by post office money order.

Red Cross workers overseas report that soldiers constantly ask them to cash checks sent from this country. Cashing them is almost impossible so the soldiers receiving such checks find them valueless. On the other hand, post office money orders can be cashed wherever there is an Army post office.

SHORT WAVE ENEMY BROADCASTS

Shortwave broadcasts, originating in enemy nations, purporting to give information about American prisoners of war are unreliable the American Red Cross warned. Relatives and friends of missing men are urged to disregard such reports unless confirmation of the status of the missing man is received from the War or Navy Departments.

The Federal Communications Commission maintains a complete monitoring of all short wave broadcasts from enemy territory the Red Cross said, and these messages are relayed to the Office of the Provost Marshal General, War Department. Thence they are communicated to the next of kin, in some instances, together with an official statement as to their probable reliability.

The Red Cross also pointed out that false casualty reports have been received by hundreds of service men's families. According to an official statement issued recently by the F.B.I. this spreading of false casualty reports indicates a substantial force of enemy representatives strategically placed throughout the country, working under enemy orders to undermine American morale.

The Office of the Provost Marshal General, which is the responsible agency for handling official reports of prisoners of war releases immediately to the next of kin all available information concerning missing personnel and unofficial and unconfirmed reports from other sources should be accepted as enemy propaganda the Red Cross emphasized.

RED CROSS RELIEF FOR PRISONERS IN FAR EAST

First shipment from an American West Coast port of relief supplies via Russian ships to the port of Vladivostok for American military and civilian prisoners of war held in the Far East, will be moving soon the American Red Cross announced September 15th.

The U.S.S.R. has allocated 1,500 tons of shipping space each month to the American Red Cross on its ships moving from West Coast port to Vladivostok for distribution in all Far Eastern points where American civilians and military men and women are held in prison camps.

This relief shipment, the first to go from the West Coast, supplements a cargo of $1,500,000 worth of food parcels, medicines, clothing and comfort articles now en route via the Atlantic to the Far East on the diplomatic exchange ship Gripsholm.

RED CROSS COURIER

Subscribe to the Red Cross Courier and keep posted on all Red Cross activities. Seventy-five cents a year if subscription is sent to the chapter attention Mrs. Towes.

THANKS FROM YANKS

LADIES OF THE RED CROSS: Received a carton of cigarettes on board ship from your organization. Thank you very much--they are greatly appreciated. I am at the Red Cross writing this and wish to say that we all think and know that where there is a Red Cross there is always a welcome and a hand-out of anything a service man or woman could want. Its yours for the asking in a free, friendly and cooperative manner. We are for you 100% now and always. If the people at home only know what we do about you there would be no need to ask for contributions. Your treasury would be overflowing. Every soldier I ever met feels tha same way. Thanks again and always, best of luck to each and every one of you.

DEAR MADAM: I would like to take the privilege of thanking you for the gift of cigarettes donated by the Employees of the United States Government Printing Office. Although I am not a member of the United States Armed Forces, I did have the pleasure to be on the same boat with a great number of the boys during the crossing of the Atlantic. The trip, I can assure you, is one I will never forget as the friendliness and good humor of the American boys is something to be proud of.. Every last one of them know just what they were going over for and they were determined they were going to make a good job of it. After the way the folks back home treat their boys I can see why they are so determined. So in closing I would like to thank you again and wish you every success in the splendid work you are doing.

RED CROSS CHAIRMAN WISHES NATIONAL WAR FUND SUCCESS

Washington, D. C., October 4 -- In answer to various inquiries with respect to the opening of the National War Fund campaign tomorrow the following statement was made by Mr. Norman H. Davis, Chairman of the American Red Cross.

"The American Red Cross and the National and Community war funds carry on separate drives and independent activities, but they supplement each other and are united in the will to serve. In accordance with the dicision of the President'sWar Relief Control Board, the Red Cross will conduct its 1944 War Fund next March, while the National War Fund campaign is being held this month. The Red Cross wishes the National War Fund leaders every success in their appeal."

Public Relations Committee
Sally Foster, Editor

PUBLICITY DEPT.
DISTRICT OF COLUMBIA CHAPTER
AMERICAN RED CROSS
1730 E STREET, N. W.
WASHINGTON, D. C.

Sec. 562 P. L. & R.

Mary V. Robinson
Director of Information Division Women's Bureau
Room 1316, Department of Labor Bldg.
14th St. & Constitution Ave.
Washington 25, D.C.

RED CROSS BULLETIN

DISTRICT OF COLUMBIA CHAPTER

GREETINGS OF THE SEASON! MAY FAITH AND HOPE ATTEND YOU THROUGH THE NEW YEAR!

Vol. 3 No. 7 December 20, 1943

For untold millions this will NOT be a Merry Christmas.

In this world devastated by war there is little time or place for merriment; but Christmas itself still holds a deep and significant meaning.

The Spirit of Christmas is our promise of Victory and Peace. On this Holy Day it behooves us to renew our pledge to fight for right, to honor the teachings of Mercy and to alleviate, so far as is within our power, the sufferings of stricken humanity.

Christmas should be a day of rededication for us in the fellowship of the American Red Cross. As our country enters its third year of war we face the most serious, the most gigantic task that has ever confronted our organization.

War has placed new obligations upon us, not only in the service of our millions of sons and daughters overseas, but in vitally important home front activities as well. The constantly expanding projects of the District Chapter are signposts of the greater effort which must be expended in 1944.

That all of us of the District of Columbia Chapter shall do our jobs thoroughly - that we shall know the infinite satisfaction of doing them well - is my Christmas wish.

John Clifford Folger
Chapter Chairman

Let us be glad that we are able to spread the Christmas Spirit through the Red Cross, from which we have learned to know the joy of service. At this moment, at the height of the stress and strain of war, we are an integral part of four million volunteers contributing their share to human happiness and relief.

May the Holiday Season bring you all good cheer! Let us go forward with good will, bound in sympathy and understanding, making the best of ourselves and the best of each other.

Ethel S. Garrett
Chairman, Volunteer
Special Services

Christmas, 1943

JUST A SECOND!

Red Cross Nurse's Aides serving in 14 hospitals and 13 clinics face a serious handicap unless they can get watches with second hands which they need to make accurate pulse recordings. These watches are no longer being manufactured and have long since vanished from the jewelers' shelves. The watches need not be expensive-but they must have a second hand. Anyone having a watch to spare of the type required will do a real service if he will contribute it to the Nurse's Aides. Please leave it in the Manager's office, Chapter Headquarters, 1730 E St., N.W.

PLANES LAND TONS OF RED CROSS MEDICINES IN FREE CHINA

Fifteen plane loads of American Red Cross medical supplies were flown from India to China the past month, according to a cabled report received here by Mr. Norman Davis.

The 12 hundred cases totalling 32 tons contain over 100 most urgently needed medical and surgical items. This record-making air shipment was made possible by the cooperation of Chinese and United States authorities, with the American Red Cross Staff at stations along the routes handling the sorting and reconditioning work.

This shipment, the first large scale movement of American Red Cross donated supplies possible in several months, is but one installment of a comprehensive program involving large quantities to be flown in during the next six months.

RED CROSS OVERSEAS CHRISTMAS

Wherever the Red Cross is on active duty - and that's wherever our overseas armed forces carry on-there will be Christmas this year. It may be a big Christmas party in camp or at some brightly decorated club in a big city. It may be only a little bedside gift on a gaily decked tray at some general or station hospital. It may be a gift box passed out to a lonely soldier on isolated duty and unable to get in to celebrate with his buddies.

In the Aleutians, Iceland, in the tropical jungles of the South Pacific, in Italy and elsewhere in Europe - it'll be "Here y'are, Buddy. Merry Christmas" from a Red Cross worker; and eager hands reach out for the little gift boxes which the Red Cross has sent to all hospitalized servicemen-bedridden and convalescent and to others unable to share in club and camp festivities.

Seven hundred and fifty thousand of these gift boxes were packed by Red Cross volunteers.

The gift packages are only part of it. Jointly those divisions handling hospital recreation service and recreation for ablebodied servicemen have issued a most attractive and useful booklet which is being sent to all Red Cross staff members in hospitals, clubs and camps, both overseas and within the U.S. It is really a handbook on the ways and means of providing Christmas cheer and entertainment where the means at hand are limited. It contains concrete suggestions well illustrated, on how to entertain servicemen, whether they are in hospitals, in camps or clubs or whether Christmas happens to catch them on board a transport on the high seas.

RED CROSS CHRISTMAS IN THE DISTRICT

The Junior Red Cross members in the district have already sent 500 Christmas packages to evacuated children abroad. They have made gay and colorful Christmas menus to send to sailors and soldiers in nearby hospitals and camps, and their biggest job for Santa is the making and filling of 7000 Christmas stockings and boxes which will be sent to the military hospitals-St. Elizabeths, Walter Reed and Naval Hospital. 500 of these have been specially filled at the request of Ft. Meade through Camp and Hospital Service.

Anacostia Junior High Red Cross members are giving a Christmas party for the children of servicemen who attend the Red Cross Day Nursery.

Camp and Hospital Service has filled several thousand Christmas stockings for servicemen in the nearby hospitals through the cooperation of Senate and Congressional women and clubs and organizations in this city.

SHOPPING SERVICE

In response to a request from the Field Director at Ft. Meade to do Christmas shopping for servicemen, the Camp and Hospital together with Staff Assistants and Motor Corps, made their initial trip on a recent evening. As a sign of their deep appreciation of this new Red Cross service, the women were invited to attend a recreational feature which included, among other entertainment, a hypnotist.

As the Red Cross women were special as well as unexpected guests, the hypnotist called on one of them to take part in his program. She did. He put her to sleep. At the end of two hours she was finally aroused and the "Angels of Mercy" in a somewhat subdued mood returned to the city.

P.S. In the future the shopping will not include any extra curricular.

AND WHY NOT?

A six year old was listening earnestly while her mother read her the story of Noah and the flood. At the conclusion she asked, "Mommie why didn't the Red Cross help Noah?"

Shanghai War-Prisoner's Camp
January 1943

"Dear Family: You will probably be surprised to receive this.

CENSORED

We have had a really enjoyable holiday season, for being prisoners, thanks to the International Red Cross and a few civilians in Shanghai. The Red Cross has furnished us with several boxes of food - very welcome - and comfort kits. The civilians sent us a turkey dinner that was manna from heaven. In addition the Red Cross has furnished plenty of warm clothes and shoes and other comforts besides plenty of medical supplies. You can pass the word along that they have really come through, as far as we are concerned, in a big way. --------------

I have plenty of time to be writing letters here and would write all of them but it is not permitted to mail so many letters. At this time, only one letter is permitted so you should feel honored if it is any honor to receive a letter from a prisoner. Can't discuss the war as that is also not permitted but can say that we here are all very confident and have hopes that it won't be long now. -----"

Editor's note. It is hoped that this letter, received after last Christmas, may be some small consolation to those whose loved ones are still prisoners in the South Pacific, for this year many thousands of packages have been permitted to those still in the hands of the Japanese. Though the packages are small, it is a link with home and therefore of value beyond price.

PUBLIC RELATIONS COMMITTEE
SALLY FOSTER, EDITOR

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File – Red Cross –

RED CROSS BULLETIN

DISTRICT OF COLUMBIA CHAPTER

MRS. GARRETT'S SLOGAN FOR CHAPTER VOLUNTEERS

"TO KNOW HOW IS SKILL----TO DO IT IS SERVICE"

Vol. 3 No. 6 November 20, 1943

NURSE RECRUITMENT LAGS IN DISTRICT

Recruitment of nurses for the armed forces is by no means keeping pace with the ever-increasing need of the armed forces, and the situation is now critical, Miss Mary Beard, Director of Nursing Service, American Red Cross, announced. National figures revealed that the District of Columbia is 68% behind in its quota, as of October first. This is the fifth consecutive month that applications have fallen off, which is serious in view of the fact that about 400 new hospitals are to open up in all theaters of war during the coming twelve months to care for the increasing number of casualties.

"We feel that it is lack of understanding that has caused enrollments for war service to fall off," Miss Beard emphasized. "The nurses do not realize fully what the need is because they are faced with a decrease of staffs of hospitals at home. Civilian hospitals must make more sacrifices in the matter of luxury nursing, and patients and doctors must not ask for private nurses unless it is a matter of life and death. Good nursing care is essential for men on the firing lines and must be supplied to them first."

"Nurses attached to evacuation hospitals are landing on the heels of troops in Italy and an increasing number is being sent to the islands in the South Pacific as the offensive is pushed by the Allies on all fronts. New offensives mean large numbers of casualties and an adequate number of nurses must be supplied to prevent needless deaths."

At the same time, Lt. General Brehon Somervell, Commander, Army Service Forces, A.U.S., has issued the following appeal:

"The Army Medical Department needs nurses. It is unnecessary for me to tell you that wounded men are going to need the ministering that only the woman nurse can give. Please get behind the Red Cross organization that is charged with the recruitment of nurses for the Army. Convince your organizations that private duty nurses are needed by the men who will fall in battle. If we cannot make sacrifices in this problem and by our attitude release the women, the magnificent structure of the Army Medical Department will be endangered."

OUR HEROIC NURSES

Army and Navy nurses are piling up an enviable record in medals and citations won since the United States entered the war two years ago. Service nurses are recruited by the Red Cross. Two Army nurses are the first women to have received the coveted Soldier's Medal; two Air Evacuation nurses have earned Air Medals; one Army nurse wears the Purple Heart; five have been awarded the Legion of Merit and eighteen Army nurses who served on Bataan are entitled to wear the special citation bar given defenders of the Philippines. The only Navy nurse who escaped Bataan, Lt. Anna Bernatitus, Exeter, Penn., wears the Navy Legion of Merit and all Navy nurses who served at Pearl Harbor on the S.S. Solace, Navy hospital ship during the Japanese attack, are entitled to wear a special presidential citation bar.

ARTS AND SKILLS UNIT

An Arts and Skills Unit has been added to the D. C. Red Cross Hospital and Recreation Corps. The purpose of this new project is to bring artists into the Unit to teach handicrafts to convalescents in Army and Navy Hospitals. The Arts and Skills Unit will offer training that appeals particularly to men and will make it possible for patients in bed or with limited strength to participate. Many prominent Washington artists have volunteered their time and talent to the new Unit. Mr. Edward Rowan, formerly with the WPA Arts and Skills Unit Division has been appointed Director of the District Chapter unit with Mrs. Robert Dunlap as chairman. Members of the Advisory Board include Mr. David Finley, Director of the National Gallery, Mr. C. Powell Minnegerode, Director of the Corcoran Gallery, Mr. George Hewitt Meyers, Director of the Textile Museum, Mr. Duncan Phillips, Director of the Phillips Gallery, the Hon. Robert Wood Bliss, former owner of the Dumbarton Oaks collections and Mrs. Edward Bruce, widow of the former Director of Fine Arts for the District of Columbia.

JUNIOR RED CROSS ENROLLMENT DRIVE

The American Junior Red Cross annual enrollment drive began on November 1st. The Campaign goal is 100% enrollment of the District's 96,000 school children. Since Pearl Harbor, the activities of the Junior Red Cross have increased enormously. Besides sending Christmas gifts to underprivileged children, the Junior Red Cross has plans under way for a Speaker's Bureau, a Radio Bureau and a Junior Red Cross Hospital Aide Corps. Membership in Junior Red Cross enables boys and girls in elementary and high schools to share in all Red Cross work according to their ages and abilities. During the last year more than 17,000,000 young people in schools all over the country became members. Norman Davis endorsed the campaign in the following statement: "The increasing demands upon every chapter make assistance from the Junior Membership more important than ever. The work they are asked to do grows greater with each succeeding day. It is important that they be denied no chance to do this work. They have great potentialities today and will have greater ones in the future."

THANK YOU!

This letter was written by a nephew of one of our production volunteers with continuous service since 1917. The writer, an army captain, is stationed "Somewhere in Australia".

OCTOBER 1943

For some time now I have been intending to write you and tell you about the American Red Cross since I know such a subject is dear to your heart. I can imagine it must be difficult for you and the many other Red Cross workers to really realize just what the Red Cross is doing. Of course, I know you see the picture of so many bandages each month. So many parcels, so many cigarettes distributed and so forth. But you aren't in a position to see the final effect of your work. Well - let me tell you - it is really great. Over here, the Red Cross is a part of every man's daily life - I don't mean "generally" - I mean it gets down to individuals and individual cases. When one of my men hasn't heard from his family for some time he goes to the Red Cross - quickly a report is gotten concerning the man's family - and if there is trouble the Red Cross always straightens it out. If a man's mother, father, or wife dies, or if any other emergency arises, i

Red Cross again helps out in a very kind and understanding fashion. Often the Red Cross provides the only recreation in small towns that is available. They sleep in Red Cross hotels and eat in Red Cross restaurants. Of course at hospitals the Red Cross again steps out and makes the man happy and comfortable. I could give you many specific cases right in my company of really great help that has been given to my men. I can safely say that about 40-50% of my men have had the Red Cross do some personal work for them - such as family investigations, etc. It might be difficult for some people to realize how such a thing as finding out "how Dad came out of his operation" or why "wife Mary doesn't write" means to these men, but let me tell you - it means everything. My boys can't do their best if they are worried about family affairs at home. The Red Cross has done and is doing the greatest single thing I know of for the much discussed word "morale." As I've said before, most people can't understand that "morale" does not consist of dances and stage shows. Morale is - a darn good fighting man who knows he's good - and doesn't have any worries to deter him from his purpose. So - I wish you could understand how close the Red Cross work is to the boys over here - and how much it is in - and what an important part it plays in so many boys' lives. The Red Cross is doing a grand job.

From a Commanding officer comes the following letter:

Dear Friends:

In behalf of the enlisted personnel of the Operational Training Squadron, I wish to thank your chapter of Red Cross for the woolen sweaters you made it possible for our boys to have.

If you could see the way the boys consider their Red Cross sweaters a vital part of their gear these cold mornings, you would be well paid for your efforts.

Many of the boys will not take time to write you and thank you, but that does not mean that they are ungrateful. Each one individually appreciates what you folks at home are doing to make their job a little easier. We hope this will all be over soon and that each one can come home and thank you personally.

Most sincerely yours,

(signed) K. S. D.

Public Relations Committee
Sally Foster, Editor

PUBLICITY DEPT.
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WASHINGTON, D. C.

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Miss Miller [illegible]

[illegible]

UNITED SEAMEN'S SERVICE

A History
of Its First Year of Operation

1942-1943

By

DOUGLAS P. FALCONER

National Executive Director

UNITED SEAMEN'S SERVICE, INC.

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1943

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A History of United Seamen's Service in Its First Year of Operation

By DOUGLAS P. FALCONER,

National Executive Director

On September 11, 1942, United Seamen's Service was formally summoned into being in Washington, D. C., at the instance of the War Shipping Administration, having been incorporated two weeks before under New York laws as a non-profit private corporation. The general purpose of United Seamen's Service was to provide, on a world scale, various necessary facilities for officers and men of the Merchant Marine.

A complex set of facts stood in the background controlling the launching of the new organization. New merchant ships were coming off the ways at an increasing rate and they needed full crews. Some ships were being sunk, losing all or part of their crews while other crew members were put out of action for the period it took to rescue and repatriate them and give them rest. At the same time new men, unfamiliar with the ways of the sea, were being schooled in the Training Division of the War Shipping Administration; old-timers in shore jobs were being brought back to sea through appeals of the ship operators, maritime unions and the newly-formed Recruitment and Manning Organization of the War Shipping Administration.

The cyclonic activity within the Merchant Marine under the stimulus of war had its counterpart outside in a war-torn world, where dislocations incidental to military developments and war production produced a public tendency to pass over the needs of the crucial and expanding manpower of the Merchant Marine.

United Seamen's Service began, then, as an organization devoted to a manpower grouping of a strategic importance equal to that of the much more dramatized armed forces, which even before war began were being served by the United Service Organizations, the American Red Cross, the American Theatre Wing, and countless local agencies.

But time was of the essence in coping with the wartime situation. No intermission could be taken for making elaborate surveys and deliberation at leisure about procedures.

Quoting briefly from my report of March 15, 1943, to Admiral Emory S. Land and the Board of Trustees relative to the immediate background:

> "By mid-summer of 1942 the merchant marine, which had numbered around 50,000 men in peacetime, stood at 60,000. As this is written there are approximately 110,000 men in the service with more being recruited daily. The seamen, however, in spite of satisfactory wages, were dissatisfied, and recruiting was not proceeding at a pace that seemed likely to meet fully the developing need.
>
> "The merchant seamen's losses in proportion to the men engaged, were four times greater than for the combined armed forces but there were no special services being rendered them as in the case of the men in the armed forces. Ashore they had no centers in which they could congregate.
>
> "Overnight accommodations in war-crowded ports, difficult enough to obtain by workers ashore, were almost completely unavailable to men returning from dangerous voyages. There were many instances of seamen sleeping in parks, in hallways, and forced into noisome flophouses. Hotels were crowded by the swollen wartime demand for shelter. In cities like Charleston, Norfolk, New Orleans and other Gulf and Pacific Coast ports, the fact that a seaman had money to pay for accommodations and was willing to do so, was of little help. The nation was alarmed over the lack of housing for war-workers shifted to new localities, but accommodations for seamen were given little thought.

"Under these circumstances American seamen pointed accusingly to the work being done by other governments for their seamen, notably to the extensive work done by the British, Dutch, Norwegian and Belgian governments.

"In June, 1942, at the twelfth session of the Joint Maritime Commission of the International Labour Office, in London, resolutions were passed respecting measures to be taken for the welfare of seamen of all countries. Even though various steps had been taken, the Commission said it 'considers nevertheless that, especially in war conditions, it is urgently necessary that such provision should be made on an adequate scale in all maritime countries and should be systematically organized in such a way as to ensure the continuance of necessary welfare schemes after the war', that 'the administration of welfare schemes should be so organized as to give effective control to representatives of industrial organizations directly concerned with ships and the sea', that 'the financing of such schemes should be organized on an adequate and permanent basis and should not be exclusively dependent upon so-called charitable organizations', that 'special provision should be made without delay for visiting seamen on the basis of equality of treatment irrespective of colour, race or religion', and 'that medical research services should be organized as soon as practicable for the scientific investigation of questions relating to the promotion and maintenance of the health of seamen afloat.'

"The International Labour Office, formerly closely associated with the League of Nations at Geneva, has the support of all leading independent labor organizations throughout the world, including the two leading American labor organizations, and the Joint Maritime Commission had and has the support of the leading American seamen's unions, the National Maritime Union, the Seafarers' International Union, and the Sailors' Union of the Pacific."

United Seamen's Service, acting under the authority of its charter and by-laws and under the direction of a Board of Trustees, Executive Committee and Budget Committee, the members of which are all named in the March 15, 1943 report, proceeded along several broad lines to provide facilities and services on a world-wide scale for, as this was a global war, purely local facilities would be inadequate.

APPROVED LINES OF USS ACTIVITY

The lines of activity marked out were to establish in close cooperation with the War Shipping Administration:

1. Rest centers in the United States for survivors of enemy action and for exhausted and nerve-frayed merchant seamen.

2. A medical program operated under the joint auspices of the Recruitment and Manning Organization, the United Seamen's Service and the United States Public Health Service.

3. Residential clubs abroad, near the battle zones, where facilities for eating and sleeping ashore were not available.

4. Residential clubs in the principal United States ports, where transient lodging facilities were inadequate to handle great numbers of men on short notice.

5. Recreation clubs in the United States and abroad where residential facilities were not needed but where existing recreation facilities were inadequate to take care of great numbers of seamen suddenly landing or where great numbers of seamen could not be accommodated through existing recreation facilities.

6. A program for rendering to seamen engaged in the transporting of war cargoes, emergency personal services to the end that their minds would be free to cope with their enlarged responsibilities.

7. Provision for enlisting in the work of United Seamen's Service a great number of volunteers in the United States.

ACTION THE FIRST YEAR

The number of units established on a world scale in the first year of operation is 52, which means that units have been established at an average rate of one per week.

The number of rest centers in operation in the United States is five—at Oyster Bay, N. Y.; Gladstone, N. J.; Bay Ridge, Md.; Pass Christian, Miss. and Millbrae, Cal. The centers at Oyster Bay and at Bay Ridge were opened in the first month of United Seamen's Service operations, the center at Gladstone was opened within six weeks, and the centers at Pass Christian and Millbrae were opened, respectively, in January and

February, 1943. The important rest center program, which is now geared to care for 4,000 men annually, was in operation, therefore, less than six months after United Seamen's Service was formed, while three of the rest centers were in operation within six weeks.

Approximately 1,300 officers and men in need of rest after torpedoings or developing tension from sea duty, were admitted to the rest centers in the first year of operations, a figure that may not seem large in relation to the present working force of approximately 110,000 in the Merchant Marine. But every man has been needed to keep our expanding Merchant Marine moving, and approximately 85 percent of the men who have passed through the rest centers have been able to return to sea. As it takes 42 to 44 men to man a Liberty Ship, it is clear that enough men have been refreshed at the rest centers to man nearly 30 ships. Each ship, of course, makes many trips in the course of a year and, because many of the men discharged from rest centers were cooks, engineers and deck officers and have individually filled out the complement of a ship, it is highly probable that many more than 30 ships have been enabled to clear port by reason of the USS-WSA rest center program.

A total of 25 facilities have been established abroad with the indispensable assistance of the War Shipping Administration, which also cooperates closely with the rest-center program. Residential clubs now operating are located in Alexandria, Egypt; Algiers, Algeria; Bristol, England; Cairo, Egypt; Cardiff, Wales; Casablanca, Morocco; Durban, South Africa; Glasgow, Scotland; Gourock, Scotland; Honolulu, Hawaii; Karachi, India; Khorramshahr, Iran; Liverpool, England; Oran, Algeria; Paramaribo, Dutch Guiana; Port of Spain, Trinidad; Hvalfjordur, Iceland; and Rio de Janeiro, Brazil.

At Paramaribo facilities are shared with the Dutch Government, with the United Seamen's Service contributing financially. And in Iceland, owing to special local problems, the Recruitment and Manning Organization of the War Shipping Administration maintains a facility for merchant seamen. At all centers in the United Kingdom the War Shipping Administration is able to obtain for USS important concessions under "reverse Lend-Lease."

Recreation facilities have been arranged in Horta and Ponta Delgada, Azores and Port au Prince, Haiti.

Other foreign ports in which USS representatives are now operating and where units are scheduled for early opening are located in Basra, Iraq; Capetown, South Africa; Cairns, Townsville, and Brisbane, Australia; Noumea, New Caledonia; Suez, Egypt; Espiritu Santo, New Hebrides and Tunis and Bizerte, Tunisia. A full list of all units is attached.

Illustrative of the speed with which we are constantly moving, since the preparation of this history as of September 11, 1943, an important new foreign center has been opened in Palermo, Italy. In London a small lounge for merchant seamen is in service at 2 Harewood Place, the WSA London Headquarters.

To date 16 residential clubs have been established in the United States to serve seamen in leading port areas—in Boston, New York, Baltimore, Norfolk, Wilmington, N. C., Charleston, Mobile, New Orleans, Galveston, Port Arthur, San Pedro, Wilmington, California; San Francisco, Portland, Ore. and Seattle.

Additionally, 10 recreation clubs have been established in the United States—four in New York City, and one each in Philadelphia, Tampa, Houston, San Pedro, Seattle and Portland, Ore.

A total of 158,436 days' lodgings have been supplied in the United States, Africa and the United Kingdom, with 96,693 days in the United States, excluding rest centers. These figures reflect the real situation only partially because (1) reports have not come through from all foreign centers owing to difficulties of wartime communication and the preoccupation of our workers in foreign centers with caring for seamen, leaving no time in which to make statistical compilations and (2) the volume of service rendered in recent months is greater than when USS was in an embryonic state of development.

For example, lodgings supplied in the United States (excluding the rest centers) during August totalled 31,553 days, or nearly one-third the total reported for the entire year. At the August rate, USS is now supplying lodgings in the United States at an annual rate of 378,636 days. With 26,830 days' lodgings supplied during July, at an annual rate of 321,960 days, it is evident that from July to August USS lodging services in the United States moved upward at an annual rate of 56,676, or somewhat better than 17 percent. The August rate of lodgings was nearly 300 percent above the rate for the whole year.

We cannot, of course, maintain such a rate of expansion. As we come closer to the outer limits of our growth, the rate of increase in the volume of our service must decline. Nevertheless, the figures show that USS is still in a state of healthy growth.

The picture is similar both for the rest centers in the United States and for the foreign units. As to the latter, however, figures are not yet on hand for August, nor do the figures include our centers at Durban, Karachi, Bristol, Honolulu, Paramaribo, etc.

At the rest centers, days' lodgings were supplied in the amount of 31,438 days from the beginning of operations until August 31, 1943. In July 3,557 days' lodgings, at an annual rate of 42,684 days were supplied, while in August 4,655 days' lodgings, at an annual rate of 55,860 days, were supplied. The rest centers during August, in other words, were providing lodgings in a volume approximately 77 percent greater than for the entire previous year and about 31 percent greater than in July.

From the beginning of operations to July 31, 1943, the units abroad, excluding those already mentioned, supplied 30,305 days' lodgings. The very partial figures for July, including only four of the United Kingdom units, show that 4,454 days' lodgings were provided, or at an annual rate of 53,448 days, an increase of about 75 percent over the showing for the year. But owing to the incompleteness of the figures from abroad, this showing at this time constitutes an understatement, possibly by as much as 50 percent.

Separate figures on attendance have not yet been transmitted from abroad. But attendance at USS centers in the United States totalled 316,233 persons from the opening day of each center until August 31. In July attendance was 56,077, at a yearly rate of 672,914 or more than double the rate for the first year of operations, while in August attendance totalled 68,940, at an annual rate of 827,280, which was—21 percent above the rate for July and 161 percent above the rate for the first year of operations.

Meals served at seven centers abroad—Cardiff, Glasgow, Gourock, Liverpool, Casablanca, Oran and Algiers—aggregated 112,835 since they were opened during the year; other foreign centers have not yet reported on meals served. Meals served in the five rest centers in the United States totalled 139,130.

At the residential and recreation clubs in the United States a total of 504 special events in the way of parties and entertainments were staged up to August 31, 1943. A total of 205 of these special events were staged at the Andrew Furuseth Club in New York, the port through which the largest number of seamen have been passing. Up to September 1, nearly 86,000 seamen had been registered at this unit. In Philadelphia 98 special events were presented, at Baltimore 26, Houston 41 and San Pedro 62.

MEDICAL PROGRAM

The primary purpose of United Seamen's Service which is to serve and conserve the nation's precious seagoing manpower is importantly implemented by the operation of an expertly staffed Medical Division under the joint auspices of the Recruitment and Manning Organization of the War Shipping Administration and USS. This division operates under the direction of Dr. Daniel Blain who was assigned by the United States Public Health Service. Under his direction, the following program has been in force since the inception of USS in September, 1942:

1. To meet survivors at the time of their repatriation to this country.

2. To give medical care directly to seamen or to see that they get it by bringing them in closer touch with facilities now available to them by United States Public Health Service.

3. To organize and direct care and treatment of "war-nerves."

4. To develop and direct rest centers for care and treatment of convalescents, whether from war-nerves or medical and surgical conditions, and to provide rest and recuperation for all men to enhance their welfare on the next voyage.

5. To secure health information on seamen, which may be useful to the WSA, USPHS and other medical institutions.

6. To represent WSA-USS in matters relating to medical care and treatment of active seamen on shore and in foreign ports.

7. To investigate the facilities of rehabilitation of seamen.

8. To investigate and put into effect morale building activities among seamen.

9. To maintain and supervise a health education program for seamen.

The medical program of WSA and USS functions through a national medical office in New York City, 10 port medical offices and 5 rest centers. The medical offices are in Baltimore, Md., Boston, Mass., Los Angeles, Calif., Mobile, Ala., New Orleans, La., New York City, Norfolk, Va., Philadelphia, Pa., San Francisco, Calif. and Seattle, Wash. Another rest center and two additional port medical offices are expected to open.

National headquarters of the medical division is headed by a director, two assistants, an educational director and other technical and specialized personnel.

Each port medical office is in charge of a supervising doctor and other medical assistants and workers who admit seamen to rest centers and carry out the objectives of the medical division in their respective port areas.

PERSONAL SERVICE

The Personal Service Division of the United Seamen's Service has one major objective:—To contribute to the health, personal welfare and morale of officers and men of the United States Merchant Marine.

The Division does not encroach upon governmental or employer responsibility, nor does it attempt to compete with trade union functions and services; but it does provide the merchant seamen and their families with advice, information and service.

The Personal Service Division operates entirely through its own resources, facilities and personnel, but it utilizes services of community agencies where it is feasible.

Because the seaman's occupation tends to isolate him from shore life, the Personal Service Division endeavors to give him the necessary sense of "belonging." Such a feeling the Division holds to be the foundation not only of good citizenship but also of sound living.

By promoting the well-being of the seamen, the Division assists established employment authorities to man our ships at a time when delay in sailing represents the loss of money, lives, battles and possibly our freedom.

The Personal Service Division is assigned the duty of rendering temporary emergency assistance to distressed seamen and their families. A considerable portion of the work of the Personal Service Division has consisted of extending help to repatriated survivors and other seamen momentarily destitute after coming in from abroad. Often these men have lost all their possessions—money, clothing, shipping papers, passports, etc.—in sinkings and other war disasters.

These and other emergency problems are treated on a temporary assistance basis until the ship operators and government agencies can take over.

Certain survivors, needing time in which to get on their financial feet, are given small loans. From April 1 to August 31, loans of $89,110.11 were made to 9,142 seamen and members of seamen's families, an average of $9.74 per borrower. Most of the men who received this emergency help are now at sea on long voyages, but repayments of loans, which are made without interest, have already been received from a large number of the borrowers.

Numerous instances of eagerness to repay these loans are in our records at headquarters. Recently, on the same day that a report reached New York from the USS regional director in Palermo, Sicily, listing a small loan to a survivor of the invasion battles, the borrower himself turned up at headquarters and repaid the loan—his first act ashore before going home.

The voyages are long these days, but the men do not forget. One borrowed enough for some sea-going necessities and returned seven months later, fresh from his ship, needing a shower and a well-earned good time, but stopping first at headquarters to repay his loan. "This'll encourage you to do the same good turn for some other guy that needs it," he said.

They are indeed first-class citizens and these two out of the many hundred who have shown respect for their personal obligations are fairly representative of the entire roster of the American Merchant Marine.

The operations of the Personal Service Division are by no means confined to making modest loans to seamen and families of seamen faced by sudden war-time emergencies. Indeed, the making of loans constitutes a minor part of this work. Any non-medical problem presented to it by a seaman receives the attention of this division.

The welfare of seamen in ports at which American flag ships touch is a paramount concern of U.S.S. personnel. If a seaman is hospitalized, he is visited frequently and no detail of his care and comfort is overlooked. If, as is sometimes the case, a seaman is jailed for minor infraction of local ordinances, our representatives have a responsibility to see to it that he is given fair treatment. From some foreign ports we have reports of unfair treatment apparently based on prejudice against American merchant seamen.

Seamen away on long voyages, find new conditions in their home ports. Rationing has proven a problem for many. USS Personal Service, by arrangement with OPA, has eased this problem. Shoe ration coupons, for instance, have been obtained for men who need them.

Anything that tends to interfere with a seaman's singleness of purpose in returning to his duty is taken up by the Personal Service Division, which up to August 31, 1943, has given 33,438 different services to 16,725 seamen and members of seamen's families.

No better gauge of merchant seamen's reactions to USS efforts is to be had than from the expressions of the men themselves. Following is a sampling of hundreds of letters from merchant seamen which have come to national headquarters during the year:

> Captain F. Matzen, Danish master of a WSA ship, wrote to Captain Edward Macauley, Deputy War Shipping Administrator, about the WSA-USS residential club in Liverpool. Twenty-one of his crew of thirty-four were rescued by a British corvette and taken to Liverpool. The fifteen nationalities represented, "whose countries are occupied and enslaved by Hitler, had been given an opportunity by the American government to do their part by helping to man and sail an American-owned vessel on even terms with Americans." They had only the clothes on their backs and worried about what would become of them in a strange land. British authorities at the pier discussed the problem. Then: "A tall American stepped out of the darkness. 'Am I correct that this ship was operated for the WSA?' No more was needed. Busses were ordered to take the survivors to the newly established American Merchant Seamen's Club. The British authorities

were told that the club would take care of them and assume full responsibility for their return to the States, irrespective of rank and nationality." Captain Matzen's letter described the club: "lively burning fireplaces . . . hot coffee and American sandwiches . . . a hot bath . . . snow white sheets . . . warm wooly blankets . . . the luxury of that first shave, with razors and soap provided . . . the inviting whiff of bacon and eggs . . . a trip by bus to a nearby store where the British government fitted the men out from top to toe." His letter concluded: "I wish you could find some means to place this splendid example of American cooperation before the public, and should these lines be printed and perchance read by one 'Hep' Stewart, let it be known that they were written in gratitude to him and his staff." Hepburne Stewart is manager of this USS club.

Neville Wood, British seamen, to USS Hotel Arthur, Portland, Ore.: "Your hospitality, especially to a bunch of Britishers, was lovely and a key to your charming hotel and life in it in general. Everyone is well and send their best wishes."

A letter signed by twenty seamen:

"We want to express our appreciation of the many favors and courtesies extended us recently in Seattle. Mr. Loft has gone out of his way to see that we have been well taken care of in every way possible. We will do anything we can to assist our organization in its splendid work, because we feel that United Seamen's Service is *our* organization."

Ship's committee to Los Angeles USS volunteer worker:

"While the merchant crew of the above named vessel were in the Port of Los Angeles, we received a number of hand-knitted woolen scarfs. Their issuance to the men of our ship came from the San Pedro branch of the United Seamen's Service. Accordingly they were given to each and every man whose duties aboard ship might keep them exposed to the elements. To you, Mrs. Cook, for your splendid wartime attitude and to many of your patriotic co-workers we wish to extend our deep and grateful feeling of appreciation for your efforts. Will you please pass along this message of thanks to the many good women engaged with you in this very practical work."

Albert Franklin Zimmerman, seaman, to USS Villa Margherita in Charleston:

"I wish to take this opportunity of thanking you for your many services to me during my stay at the Villa. I know that the gratitude we seamen owe you people for your creating pleasant surroundings for us while we are in port will never be fully expressed. May your excellent work continue."

Three foreign seamen to USS Andrew Furuseth Club:

"Please tell the American lady in the American Seamen's Canteen that we are grateful to her and other ladies for a wonderful time we spent there, especially to the director, the little dark lady. All the boys kiss her hand. That was the best evening we spent in New York. That evening will be in our memory forever. They were such nice girls, wonderful mama director, such beautiful costumes. I never forget the four beers I had there, and the atmosphere was as cordial as that in our Polish homes. All the boys arriving in Liverpool talked all traveling time about wonderful American ladies at the canteen. Now a few words for the Canteen in New York which treated us so well. As we sailed from New York we felt full of love and gratitude for the wonderful time and protection and love bestowed on us at the Canteen. Your protection and care helped us so much. I will never forget your hospitality. Especially to the American Director."

Edgar F. Robillard, seaman:

"I have been residing at the United Seamen's Service for three days and since I have been going to sea I can assure you I have spent many nights in clubs and institutes and in this that we call the American Seamen's Club is the best I have ever been in although it is not yet complete. I can predict many a good time for seamen who have had the misfortune to get torpedoed or left behind. The hostess is the most motherly person I have had the good luck to meet, with of course the exception of my mother, and she is doing a wonderful job down here. I would say this is the most attractive place in Trinidad, and if I ever come here again I shall spend my shore liberty here at the club. If all United Seamen's Services are like this one, I shall always reside there."

G. W. Schwartz, seaman:

"The Hotel Carol in New Orleans is a real genuine success. I gathered a few pals of my ship and we went to 3624 St. Charles Avenue. Let me tell you, I have stopped in some of the best hotels in the world, and without any exaggeration this well-kept, well-run, well-equipped hotel is as good as the best. I had a large room for $2 you couldn't touch for $5 a night in New Orleans. Every seaman in the hotel was delighted."

George W. Taylor, member of the Sailors Union of the Pacific, called at National Headquarters to report on conditions as he found them in certain USS clubs overseas.

Mr. Taylor was hospitalized for several days in Oran, following an accident on board ship, and as a result missed the sailing of his vessel bound back for the U. S.

He reported that Mr. Cook, USS representative in Oran, was most helpful and friendly in arranging for his repatriation. Mr. Cook advanced a small amount of money, and put Mr. Taylor on the train; provided him with sandwiches to tide him over until he reached his port of embarkation.

Mr. Taylor reported that while the Oran Club is not "elegant" it is undoubtedly the best building available. He said that very few Army men were around the club when he was there, and those who were had dropped in as buddies of merchant seamen to talk and have a drink with their friends.

Mr. Taylor was also in the Algiers Club which he liked. There he met Paul Kelly, USS representative, who aided him further.

Prior to the trip when his accident occurred, Mr. Taylor visited our Gourock Club in Scotland which he enjoyed very much. He remarked particularly on its beautiful location and on the friendly atmosphere.

He re-entered this country at Norfolk where he was paid off and stayed overnight in the USS Hotel York.

4,600 VOLUNTEERS

In line with the objectives of USS, the Division of Volunteers was set up for the purpose of rendering service to seamen. These services have taken a form of direct activity within the units. For example, volunteers have very enthusiastically put in many long hours giving desired information to seamen, as hostesses in canteens, librarians, and numerous other such jobs which increase the comfort of the men while ashore. Workshops have been set up in many cities for the purpose of painting and assembling game chests to be put on board ships, where hundreds of knitted garments for the men to use on the cold northern runs have been made, where emergency clothing has been assembled and distributed and many other services have been rendered.

This Division has attempted to set a high standard for volunteer services. There has been a careful screening of those who wish to volunteer and intensive training courses are given.

The last list of volunteers shows 4,600 working in our domestic units.

This Division has assembled 500 game chests and placed them on board ships; over 3,500 lbs. of wool have been distributed for the making of sweaters, watchcaps and socks.

Enough clothing has been provided by this Division to our Rest Centers to take care of all the needs of the men while at the Centers. Emergency gear has been provided both for the Personal Service and Medical Divisions in every port. Already, a shipment of 450 knitted articles have been sent to Africa and many more are being prepared.

At the request of the War Shipping Administration, survivors' kits were packed and distributed to merchant ships sailing from the port of New York. Volunteers purchased, assembled and delivered 500 of these kits.

This Division looks forward to even greater activity in the year to come, with the comforting knowledge that the loyalty and enthusiasm of the American public is behind our merchant seamen.

In a less formal fashion United Seamen's Service has been fortunate in recruiting a great deal of additional indispensable volunteer help. Were it not for this volunteer assistance United Seamen's Service could not nearly have approximated what it has done for the seamen without operating at a truly prohibitive cost.

Volunteer help outside the framework of the Division of Volunteers has been forthcoming, in the main, from the following groups:

1. The Board of Trustees, Executive Committee and Budget Committee.
2. The chairmen and members of USS Port Area Committees.
3. The American Institute of Real Estate Appraisers, which has donated invaluable appraisal and other guidance on leasing properties in the port cities of the United States for use as USS units.
4. Executives of the shipping companies and the maritime labor unions.

5. Stars of the entertainment world who have given unstintingly of their valuable time in entertaining seamen at our centers and in appearing on USS radio programs in connection with fund-raising prior to our affiliation with the National War Fund.

6. Pictorial artists who have aided in making our displays of paintings by seamen a success.

7. Executives and other personnel of the War Shipping Administration and the Maritime Commission. Admiral Land, the War Shipping Administrator and chairman of the Commission; Captain Edward Macauley, Deputy Administrator and one of the Commissioners; Mr. Marshall Dimock, Assistant Deputy Administrator in charge of the Recruitment and Manning Organization, executives in various departments and WSA-RMO representatives abroad, have given invaluable assistance in carrying forward the USS program in the United States and foreign ports. Without their help it would have been impossible for this private organization to overcome the many difficulties encountered in dealings with governments overseas. The sincere interest and cooperation of these men have smoothed the road with the result that USS has become, in this relatively short time, a world-wide service organization.

Every home port in which United Seamen's Service operates a facility for seamen, is under the supervision of a local port area committee which, under standards and policies established at National Headquarters, has undertaken the responsibility for the efficient administration of the service in its community. Credit for the rapid expansion of the USS program in its first year, belongs in large measure to the splendid cooperation of these port area committees. The record of one unit opened for each week of the year, could not have been attained without this help. Without exception, these committees whose members give their time and attention to this work out of a sense of patriotic obligation and without any other remuneration, have approached their tasks with a sincere determination to see to it that the welfare of seamen ashore in their communities will receive every care. There have been few local problems that the members of these committees have been unable to solve to the satisfaction of seamen and the USS Executive Committee.

RECEIPTS AND DISBURSEMENTS

Gross expenditures for the first year's operation of United Seamen's Service from Sept. 1, 1942 to Aug. 30, 1943 were as follows:

Five rest centers and 10 medical admitting offices	$ 313,596.32
Overseas hotels—15	238,257.35
Hotels in United States—16	433,797.31
Clubs—10	158,987.73
Personal Services, in U. S. and abroad	137,932.16
Division of Volunteers, Game Chests —Rescue Kits, etc.	55,560.86
Field Service and Program	190,689.22
Fund Raising	46,067.03
Education, Publications, Publicity and Public Relations	99,579.51
Business, Purchasing, Shipping, Accounting, Auditing, Rent, Insurance, Legal Service, etc.	125,609.70
General Administration and Personnel Department	39,610.71
Total Expenditures	$1,839,687.90
Total operating income was	311,505.36
Leaving net service expenditures of...	$1,528,182.54

The USS has lived well within its budget, maintaining a standard of service to seamen at a high level.

USS AND THE NATIONAL WAR FUND

For the year 1944 the USS budget has been provided by the National War Fund which was organized to present in a single campaign the appeals to the public of 16 war-related agencies approved by the President's War Relief Control Board.

The figure set by the National War Fund for USS in 1944 is $4,000,000. Should services in 1944 grow beyond this figure, we may apply to the National War Fund for an adjusted budget to cover the increased costs.

Although chartered as a non-profit corporation, United Seamen's Service is not a charity. The seamen, in accordance with their tradition of independence, pay for lodgings and meals in the hotels and residential clubs at home and overseas. The element of service with respect to lodgings and meals consists of providing facilities where they are not otherwise available. But medical, personal and recreational services are gratis, as the due of the seamen in time of war.

Fund-raising was originally carried on through the headquarters of United Seamen's Service, and up to March 1, 1943, a total of $2,225,000 was raised, mainly in the form of contributions by ship operators and builders and the maritime unions. During March fund-raising was suspended so as not to interfere with the Red Cross fund drive, and on April 1st United Seamen's Service became a participant with sixteen other war-related agencies in the National War Fund. All fund-raising is now carried on through the National War Fund, with which United Seamen's Service is cooperating in every possible way.

President Roosevelt, in his appeal to the nation for support of the National War Fund campaigns, said:

> "I ask you to think of United Seamen's Service in terms of the people's debt to the men who took our ships across in the darkest hours of the war."

The establishment of facilities has been accomplished not merely by entering a territory and selecting a suitable structure. All local work has been done with the help of active local citizens, labor union leaders, ship operators and builders, representatives of the War Shipping Administration and the United States Public Health Service, who in the United States have become members of Port Area Committees. These Committees have enabled United Seamen's Service to conform to the rhythm of the local communities. Abroad, United Seamen's Service has found indispensable the assistance of the War Shipping Administration, without which its work would not now be so far advanced. The Army, Navy and Red Cross also have been very helpful.

In the selection of centers, it has been the policy of United Seamen's Service to seek the most useful structures. In all cases first-class facilities have either been obtained or have been created by reconstruction work.

In September, 1942, when the United Seamen's Service was called into being by the War Shipping Administration, the shipping and shipbuilding industry and the maritime labor unions, it had a mandate to serve the needs of seamen but no personnel to put it into force. It was necessary to find headquarters, region and port area staffs in an employment situation in which competition had grown extremely sharp. For some time, gathering workers for the variety of endeavors in the USS program became our major activity. Men and women with particular skills that qualified them for work with seamen were searched for and induced to join the organization, many leaving secure jobs in other fields often at a financial sacrifice. The choice of personnel to staff our units abroad involved difficulties that had to be overcome. At no time in the first year of USS has it been possible to say that the organization was completely staffed. The search for competent people to meet our rigorous qualifications is still going on.

It has not been easy to convince a man that he would find it pleasant on the Persian Gulf where the temperature reaches 130 degrees fahrenheit and where he must wear a coating of wood alcohol to ward off the stinging flies—where a guard armed with pistols and baseball bats must be always on the alert against marauding natives. The delights of travel in the South Seas become less alluring when a man realizes that in Noumea he must build a facility for merchant seamen and find creature comforts for himself in a place where none seem to be available. But people with ingenuity, fortitude and a willingness to endure hardships and get results have been found and are on the job from Basra, Iraq to Seattle, Washington and from North and South Africa to Rio in Brazil.

The problems presented by seamen debarking without notice in our overcrowded home ports, with sleeping facilities already strained to the limit, created an emergency with which USS staffs had to contend. Survivors of enemy action or men on edge from nervous tension after a long voyage through dangerous seas in constant anticipation of disaster, could not be comforted with excuses and explanations. They wanted a bed, a bath and attention to their ordinary human needs. It was up to USS representatives in these ports to supply them and they did.

Finding men and women with the willingness to disregard hours and difficulties; with the "know how" that could carry through in emergencies and provide services for seamen when and as needed, has taken time and hard work. Men and women were placed in strange environments with the responsibility for finding shelter and food and meeting any need of merchant seamen. They have met their responsibilities splendidly and they are carrying on to the satisfaction of seamen and to the communities in which they have been placed.

The USS staff now dots the world and carries on in spite of every difficulty. It still is too small in numbers but it makes up for that by disregarding time and fatigue. We are proud of and grateful to these loyal workers.

THE EXECUTIVE COMMITTEE

All undertakings by United Seamen's Service are controlled by its Executive Committee which meets twice each month at the organization's home office, 39 Broadway, New York City. Members of the Executive Committee truly represent the Shipping industry. Heads of shipbuilders' and ship operators' organizations, maritime union leaders and ranking representatives of the War Shipping Administration and the United States Public Health Service make up its membership. This committee gives its sincerest attention to the war-time needs of merchant seamen.

Before any of the world-wide units in the USS chain of facilities were established, needs and feasibility were first carefully examined by the Executive Committee. The opening of every unit first receives its consent by vote. All major expenditures such as the budgets of the units and the national headquarters budgets are similarly examined by a Budget Committee whose recommendations are made to the Executive Committee before they are put into force.

The rapid expansion of this service in its single year of operation, its spread throughout the world in this short period, is due to the careful attention given to all proposals and policies at the semi-monthly meetings of the Executive Committee whose members are:

*ARTHUR W. PAGE, Chairman; *Vice-President*
American Telephone and Telegraph Company

*JOHN E. BIERWIRTH, *President*
The New York Trust Company

JOSEPH CURRAN, *President*
National Maritime Union

CAPT. JAMES J. DELANEY, *President*
National Organization of Masters, Mates & Pilots of America

MARSHALL E. DIMOCK, *Ass't. Deputy Administrator*
War Shipping Administration—Recruitment and Manning Organization

SAMUEL J. HOGAN, *President*
Marine Engineers' Beneficial Association

HENRY J. KAISER, *President*
Richmond Shipbuilding Corp.

ALBERT D. LASKER

CAPTAIN EDWARD MACAULEY, *Deputy Administrator*
War Shipping Administration

*H. GERRISH SMITH, *President*
Shipbuilders Council of America

*FRANK J. TAYLOR, *President*
American Merchant Marine Institute

DR. R. C. WILLIAMS, *Senior Surgeon & District Director*
District No. 1
United States Public Health Service

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*Members of Budget Committee

PUBLIC RELATIONS

Along less visible lines United Seamen's Service has also been active. One of its tasks has been to acquaint seamen as well as the public with the sphere and scope of its activity and the extent of its facilities. This work has been carried on through the Department of Public Relations, which has issued press releases on new developments, has devised radio programs and has distributed various publications and posters. Assistance in reaching the attention of seamen has been given by the various maritime unions in their publications, and without this assistance our task would have been much more difficult.

A major objective of the Public Relations Department has been to gain recognition of the fact that seamen are first-class citizens contributing vitally to victory. Through the national press, magazines, trade journals, house organs, radio and public speeches, attention has been directed to these contributions and there is now generally a feeling that without the services of these intrepid fighters in dungarees, the United Nations effort would not have progressed as it has.

One point we have had to bear in mind is that a portion of the public, misled by confused commentators, has not been able to understand why a program for seamen is necessary when seamen receive money wages approximately three times basic Army and Navy money pay.

Such misunderstanding we have countered, and effectively we believe, by stressing, first, that United Seamen's Service does not give all its services free.

Next we have stressed the fact that the remuneration of the rank and file of merchant seamen is, contrary to a common misconception, not out of line with that received by the men in armed forces. Indeed, according to figures given out by the Army, the personal remuneration of a soldier and a merchant seaman is approximately the same, $1,700 per annum, when one takes into consideration that in addition to his basic pay a soldier is provided at all times with (1) food, (2) clothing, (3) special discounts on certain important goods and services in the public market, and (4) with pensions. The seaman, on the other hand, receives no pension, even though permanently incapacitated; he buys his own clothing and off shipboard pays for his own food and lodgings; and he is not given special market discounts such as the men in the uniformed services enjoy. In the event of total incapacity, however, a seaman's insurance could amount to as much as $5,000.

The true distinction is that the form of remuneration is different, with the merchant seaman required to assume more responsibility and initiative for his own welfare than are assumed by the men in the armed forces, who enjoy many benefits not available to the men of the Merchant Marine.

It must be remembered that the merchant seaman is a war worker voluntarily taking a job at sea. His earnings might be compared with those of industrial workers in various fields. The one on which fairly up-to-date figures are available is the ship yard worker whose weekly pay averages $60.20 which, in a year, amounts to $3,130.04 as against the seaman's $1,700 and found.

While the seamen have their United Seamen's Service, workers in ship yards have constant access to public and private welfare, recreation and medical services in addition to great housing facilities through the many programs completed by both the government and private employers.

A SERVICE TO THE NATION

Finally, in order to clear up misunderstandings, we have been at some pains to bring to public notice the fact that United Seamen's Service does not, in any event, exist merely to give extra privileges and services to adequately paid men. We have stressed the fact that whatever is done that enables the men to function more efficiently constitutes a service to the nation. And we have also pointed out that by guarding the health of seamen through providing them with healthful and attractive surroundings, a service is rendered to the nation. Insofar as we have been able to make service in the Merchant Marine more attractive we feel that we have aided the recruiting program of the War Shipping Administration, which has also been aided by the spontaneous concentration of seamen awaiting shipping assignments in our centers in those port cities that do not have maritime union halls.

In various other ways the program is also being embellished, not so much with a view to broadening it as to enriching it and enabling the men to carry on in their stern task.

During several months of 1943, submarine warfare slackened. While fewer victims of torpedoings entered the rest centers, many victims of "Convoy Fatigue", the war neurosis that saps the stamina of seamen, were registered and strengthened for sea duty. Men discharged fit and ready for shipping out, leave the centers and proceed to their hiring halls and thus back to sea.

Recent reports indicate a resumption of intensive U-boat activity and the USS-WSA facilities are prepared to give merchant seamen the care and attention that will help them carry out their own determination to deliver the goods.

As the invasion of Italy progresses, we expect a substantial increase in our activities in the Mediterranean which, with other European theatres, now receives our major attention abroad.

While the farthest USS entry into the invasion zone to date is Palermo, we expect, upon advice of the authorities on the scene, the War Shipping Administration and upon the request of the seamen themselves, soon to open USS units on the Italian mainland and in other ports on the European continent. We are also ready, as the emphasis of the war demands, to increase our operating facilities in the Pacific.

The second year of United Seamen's Service begins with an organization equipped to function on behalf of the manpower of the Merchant Marine in a way never before thought possible.

UNITED SEAMEN'S SERVICE CHAIN OF WORLDWIDE FACILITIES

In Cooperation with

WAR SHIPPING ADMINISTRATION

(As of October 11, 1943)

CLUBS, FACILITIES and SERVICES ABROAD*

Alexandria, Egypt	American Merchant Seamen's Club	21 Ave. Fouad Ier
Algiers, Algeria	Residential Club	Sport Nautique, Quaisord
Basra, Iraq	Facilities	WSA Headquarters
Bristol, England	Hamilton Rooms	40 Park Street
Cairo, Egypt	American Seamen's Club	5 Khedive Ismail Square
Capetown, South Africa	Facilities	Cape Times Building
Cardiff, Wales	Barry's Hotel	St. Mary's Street
Casablanca, Morocco	Residential Club	32 Blvd. de la Liberte
Durban, South Africa	Hotel Astoria	116 West Street
Glasgow, Scotland	Imperial Hotel	Sauchiehall & Buchanan Sts.
Gourock, Scotland	Residential Club	Ashton Road
Honolulu, Hawaii	Residential Club	Halekauwila & Alakea Sts.
Horta, Azores	Lounge	U. S. Consulate
Karachi, India	Facilities	WSA Headquarters
Khorramshahr, Iran	Facilities	WSA-USS Headquarters

Liverpool, England	Residential Club	97 Islington Street
Noumea, New Caledonia	Residential Club	8 Rue Jean Jaurez
Oran, Algeria	Residential Club	30 Rue Alsace-Lorraine
Palermo, Sicily	American Seamen's Club	
Paramaribo, Dutch Guiana	United Merchant Seamen's Club	20 Waterkant
Ponta Delgada, Azores	Lounge	U. S. Consulate
Port au Prince, Haiti	Lounge	U. S. Consulate
Port of Spain, Trinidad	American Seamen's Club	1 St. Ann's Road
Hvalfjordur, Iceland	Lounge	RMO Headquarters
Rio de Janeiro, Brazil	American Seamen's Club	28 Rua Santo Amaro

RESIDENTIAL CLUBS IN UNITED STATES

Baltimore, Md.	USS Chesapeake Club	1420 N. Charles St.
Boston, Mass.	Hotel Bostonian	1138 Boylston St.
Charleston, S. C.	Villa Margherita	4 S. Battery St.
Charleston, S. C.	Shaw Center	Mary St. off Bay St.
Galveston, Texas	Hotel Harry Bennett	1914 Market St.
Houston, Texas	Hotel Brazos	Smith St. & Preston Ave.
Mobile, Ala.	Hotel George Self	St. Joseph & St. Michael Sts.
New Orleans, La.	Hotel Carol	3628 St. Charles Ave.
New York, N. Y.	Hotel Wilshire	134 W. 58th St.
Norfolk, Va.	Hotel York	Water St. & Commercial Pl.
Port Arthur, Texas	USS Club	201 Procter St.
Portland, Ore.	Hotel Arthur	726 S. W. 11th Ave.
San Francisco, Cal.	Hotel Lincoln	Steuart & Market Sts.
San Pedro, Cal.	Hotel Rialto	832 Palos Verdes St.
Seattle, Wash.	Hotel Penbrook	317 Marion St.
Wilmington, Cal.	Hotel Wilmington	Hall Annex
Wilmington, N. C.	War Dormitories B	Maffitt Village

RECREATION CLUBS

Houston, Texas	USS Club	1819 Main St.
New York, N. Y.	Andrew Furuseth Club	30 E. 37th St.
New York, N. Y.	USS Recreation Lounge	37 Broadway
New York, N. Y.	USS Recreation Lounge	346 W. 17th St.
Stapleton, Staten Island, N. Y.	USS Recreation Center	98 Beach St.
Philadelphia, Pa.	USS Club	321 S. 4th St.
Portland, Ore.	USS Club	403 S. W. 10th Ave.
San Pedro, Cal.	Tin Fish Club	835 Palos Verdes St.
Seattle, Wash.	USS Club	1616½ 4th Ave.
Tampa, Florida	USS Club	120 Parker St.

REST CENTERS IN THE UNITED STATES

Bay Ridge, Md.	Merchant Seamen's Rest Center
Gladstone, N. J.	C. Suydam Cutting Estate
Millbrae, Cal.	Darius Ogden Mills Estate
Oyster Bay, Long Island, N. Y.	Kermit Roosevelt Estate
Pass Christian, Miss.	Camp Kittiwake

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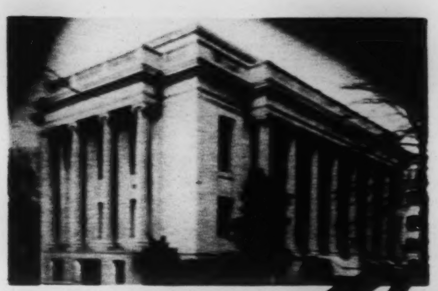
*Where the facilities are not described, they are now being set up or representatives are on hand to give service to seamen.

VOLUNTARY ORGANIZATIONS - 1944



Chapter Digest

Mrs. Jerauld Wright, Editor

Vol. I, No. 1 March, 1944

THE SUN NEVER SETS ON THE RED CROSS

The greatest campaign in the history of the American Red Cross is now under way. March 1st the 1944 Metropolitan Area War Fund Drive started toward its goal of $2,655,000.00

Leon Fraser, National Chairman of the fund says the money is, "for the boys in the armed forces everywhere, for their comfort in time of need and for their aid in time of distress. It is for the blood plasma which will save the lives of our wounded men. It is for the personal service to the fighters in combat area, and in hospitals at home and abroad. It is to pay for food, clothing, medicines and small comforts sent to prisoners of war. It is to keep open the communication lines between the fighting men and folks at home. It is to help the families of men in service, when they need it. It is to do a hundred things to ease the burden of this great and terrible war. It is to bring aid in any disaster or dire emergency, whether or not connected with the war."

RED CROSS QUEEN MOTHER HONORED

Over a thousand persons paid tribute to Miss Mabel T. Boardman at a testimonial luncheon held at the Statler Hotel, Jan. 18. The Chief Justice, Harlan Fiske Stone & The Commandant of the Marine Corps, Lieut. Gen. A. A. Vandegrift, gave unstinting praise to a pioneer Red Cross executive who has given more than forty years of devoted service to the Red Cross. General Pershing's message said, "No other living woman or man has labored more unselfishly

MISS BOARDMAN

for this great organization than Miss Boardman."

Other speakers at the luncheon included Cornelius Bliss acting chairman of the Red Cross. Representing Norman Davis, who was ill, Mr. Bliss presented Miss Boardman with a two starred service bar, the first ever awarded for more than 40 years of service.

RED CROSS IS TOPS

"When a canvass is made on the effectiveness of United States civilian agencies in this theatre of war, common consent puts the American Red Cross at the top of the list ---- it's the old story of impartial, experienced management, singlemindedly going about its job --, "radioed Henry Taylor, Scripps-Howard staff writer in London recently

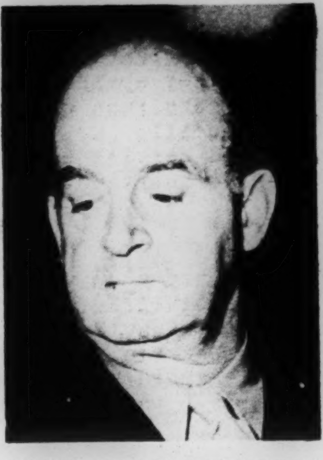
KNOW YOUR RED CROSS ALPHABET

A&N.A.	Army & Navy Auxiliary
A.P.	Accident Prevention **
A&S.U.	Arts & Skills Unit
B.D.C.	Blood Donor Center
B.D.S.	Blood Donor Service
C.C.	Canteen Corps
C&H.S.	Camp & Hospital Service
D.A.C.	Dietitian's Aide Corps
D.P.	Disaster Preparedness
D.R.	Disaster Relief
F.A.S.	First Aid Service **
H&R.C.	Hospital & Recreation Corps *
H.S.	Home Service
J.R.C.	Junior Red Cross
M.C.	Motor Corps
N.A.C.	Nurse's Aide Corps
N.R.S.	Nurse Recruitment Service
N.S.	Nutrition Service
P.C.	Production Corps
S.A.C.	Staff Assistance Corps
S.D.	Surgical Dressings
S.C.	Safety Committee
V.S.S.	Volunteer Special Services
W.S.	Water Safety **

* Gray Ladies

** Under one director

A GIFT FROM THE HEART


LIEUT.GEN.VANDEGRIFT

There is no gift in the world today that is more worthwhile than a donation of your blood at the D.C Blood Donor Center, at 51 Louisiana Ave., N. W. Lieut. Gen. Vandegrift Commandant of the Marine Corps, has seen with his own eyes where lives have been saved by blood plasma. Recently returned from the South Pacific, he told of "hundreds of Marines who are alive today only because someone donated a pint of blood to the Red Cross." If you have not contributed within the last 8 weeks, call DIstrict 3300 and make an appointment today. Giving blood is a simple, painless process and takes less than an hour of your time. Acquire the "blood donation habit" and give as often as you can.

ANNUAL REPORT SHOWS RECORD YEAR

Red Cross activities in the District of Columbia shattered many previous records during 1943, it was revealed in the annual report.

The Blood Donor Center showed the most spectacular increase of any chapter activity, having quadrupled its production during 1943. Residents of the Washington area contributed 151,388 pints of blood compared with 39,653 pints during 1942.

Mrs. George Garrett, chairman of V.S.S., reported that 2,151,761 volunteer hours were donated in 1943. Figured at the rate of 50¢ an hour, a low price for such labor in these days, volunteer hours represent a financial contribution of $1,080,880. However, services given to the R.C. in driving mobile canteens and ambulances; at blood donor units, in typing, sewing, knitting, making surgical dressings,etc. require skilled labor for which the pay in private industry would be far above that figure.

According to the report submitted by Mrs. Brown Harbold chairman of S.D., War Relief, a total of 4,034,973 dressings were completed and turned over to the Army and Navy. This represents a 100% increase over 1942.

Further reports along the production line show that 26,690 knitted garments and 105,063 sewn articles were made by volunteers. In addition members of the P. C. completed 30,254 Comfort & Convalescent Kits and 15,000 Survivor Kits.

Other statistics published in the report credited the C. C. with having served 343,933 persons; the M. C. having driven 327,335 miles; 14,022 persons certified in F.A.,4,679 in W.S., 208 in A.P., 1,121 in N.S. and 2,028 in H.N.

Frederick Siddons, Treas., stated that the Chapter had more than tripled its expenditures during 1943. Of the total, $753,711.19 spent, services to the armed forces accounted for $170,210.63 and the B.D.C. $141,758.71.

1944 APPOINTMENTS ANNOUNCED

At the annual meeting held Jan. 18, appointments were announced of persons who will serve the D.C. Chapter for the next twelve months.

General John J. Pershing, Honorary Chairman
Brig. Gen. F. R. Keefer, Chairman Emeritus
J. Clifford Folger, Chairman

Vice Chairmen: Miss Mabel T. Boardman, Wayne Chatfield Taylor, Charles A. Robinson, Mrs. Reginald Huidekoper, and Lieut. Col. John Saul.

Counselor, John Spaulding Flannery; Treasurer, Frederick P. H. Siddons; Secretary, Philip O. Coffin.

Members of the Executive Committee: Edgar Morris, C.C. Glover,Jr., Miss Elizabeth Houghton, Nelson Dean Jay, Alfred G. Neal, Mrs. George A. Garrett, Charles B.Dulcan, Sr., Mrs. James L. Houghteling.

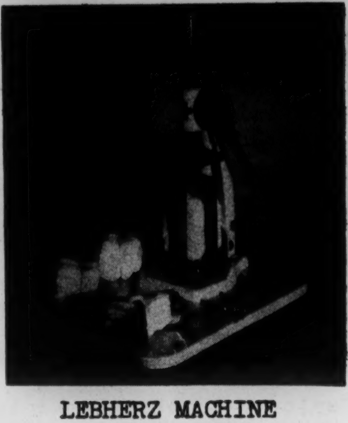
Corps Chairmen: Volunteer Special Services, Chairman, Mrs. George A. Garrett,vice-chairmen, Mrs. John A. Hinckley, Miss Anne Carter Greene; Staff Assistance Corps, Mrs. Homer Case; Production Corps, sewing, Mrs. J. Douglas Jones, knitting, Mrs. H. McCarty; Surgical Dressings, Mrs.Brown Harbold; Canteen Corps, Mrs. Sherman Trowbridge; Dietitian's Aide Corps, Mrs. Harvey Bolton; Motor Corps, Mrs. William Leahy; Nurse's Aide Corps, Mrs. Hugh Rowan;Home Service, volunteers Miss Elizabeth Houghton; Hospital & Recreation Corps, Mrs. Ralph Payne; Arts & Skills Unit, Mrs. Robert H. Dunlap.

Service Chairmen: Lloyd B. Wilson, War Fund Campaign, 1944; John F. Brougher, Junior Red Cross; Sister M. Olivia Gowen,Mrs. Robert C. Watson, co-chairmen, Nurse Recruitment; Robert H. Davidson, Public Relations; Dr. Roy L. Sexton, Safety Committee; Mrs. Leslie E. Bratton, Army & Navy Auxiliary; Lee D. Butler, Blood Donor Service; Mrs. David E. Finley, Camp & Hospital Service; Charles E. Koones, Disaster Preparedness Committee; Mrs. Robert C. Hibben, Home Nursing Service;Nelson Dean Jay, Home Service;Mrs. Albert F. Lingle, Takoma Park Branch.

WILLING HANDS NEEDED FOR DITTY BAGS

Many helpers are needed if the D.C. Chapter is to meet their quota of 25 thousand ditty bags and 10 thousand convalescent kits. These kits are most popular with both men and women in the armed services.

INVENTION! NECESSITY'S CHILD



LEBHERZ MACHINE

Something new has been added to the Surgical Dressings Unit at Walsh House - an ingenious little device for packing troublesome 2 X 4 sponges. The inventor is Harry Lebherz of Frederick, Md. who has presented it in grateful recognition of services rendered by the D.C. Chapter to his home Chapter.

Shortly after the outbreak of this war, Mrs. Brown Harbold gave a course of instruction to a group of women from county chapters in Maryland and Virginia. Among her pupils was Mrs. Harry Lebherz who later complained to her husband of the difficulties of packing 2 x 4s. Mr. Lebherz immediately put his inventive mind to work and the result is the machine now in constant operation at Walsh House. There are only four other similar machines in existence at present but it is hoped by all production workers that the necessary materials will be released or that substitutes will be found for many more to be built. Already in the short time this machine has been in use, hundreds of hours have been saved, not to mention wear and tear on fingers and hands.

THANKS FROM HERE, THERE AND EVERYWHERE

Appreciation from a WAC:

"Let me take this opportunity to sincerely thank you for the very generous kit you have made it possible for the WACs to receive. Mere words cannot express my appreciation. While we are doing our small share towards the war effort, you are surely doing yours to make things more comfortable and easier for us. Thanks again from the very bottom of my heart."

From a U.S. Navy Armed Guard:

"You will no doubt be rewarded for your efforts in packing the articles in a Christmas Gift Bag which I received Christmas Day when I say that it did a great deal to brighten the holiday for me. Christmas Day on the sea isn't exactly like one at home, as you can imagine, but the very thought that went behind the sending of that gift made things much easier for me.Please accept my deepest appreciation."

A Nurse expresses gratitude:

"-----when we were so tired and ready to board ship at 2:15 am, the Red Cross was there waiting to serve hot coffee and doughnuts. --- After we landed we had a four hour wait for our train and the Red Cross sent a truck to the station and took us to Headquarters. --- One of the nurses and I had to go to London to buy some needed equipment and stayed at No. 10 Charles St. Officers' Club run by the Red Cross. They call us the tent nurses and go all out to make our stay comfortable. Just to take a tub bath after using a helmet is a real treat. --- We can't say enough good things about you over here.--- I can truthfully say 'God Bless the Red Cross' because it is really a wonderful organization."

J.R.C. LAUNCH CITY-WIDE TREASURE HUNT

Junior Red Cross members in public,parochial and private schools have launched a city-wide treasure hunt to find discarded furniture and games for service men. At a recent J.R.C. Council meeting it was unanimously decided to furnish a recreation room at a local military camp. The furniture will be rehabilitated at the school work shops and the workshop of the C&H. S., 3120 O St., N.W.

IN MEMORIAM

Thousands of Red Cross volunteers mourn the passing of Mrs. Innes Randolph, vice-chairman of the Motor Corps, until her sudden and untimely death on Jan. 17, 1944. Mrs. Randolph's association with the Red Cross dates back to World War I, and her interest in the organization continued with great activity until her death.

CAN YOU KNIT?

While our gallant armies move along the road to victory in Italy, the icy winds sweep down from the plains of Lombardy. Meanwhile our men are not suffering from the heat in either the Aleutians or Iceland or Newfoundland. In the warm, snug quarters of the Production room skeins of wool lie waiting to be made up into garments for our men in the armed forces. Gloves and other articles requiring skillful knitters are most in demand.

HANDICRAFTS FOR WOUNDED

Washington artists have taken their skills and teaching abilities into the wards of near-by military and naval hospitals as part of the recently organized Arts & Skills Unit. Under the Unit's supervision, artists volunteer periods of instruction in painting, sculpture, textile work, wood carving and bookbinding to the wounded men. This contribution has proved to be of inestimable help and a great morale builder to many veterans of this furious war.

SOME PRISONER OF WAR NEWS

The Red Cross is receiving many enquiries about the care of American airmen who have been reported downed in raids over Europe and listed as wounded prisoners of war. Everything possible is being done by the U.S. Government to have the Detaining Power furnish news through the medium of the International Red Cross Committee or the Protecting Power. Usually several months elapse before their information can be procured.

Seriously wounded men are usually sent to a "lazaret"or military hospital, where they receive care from competent German doctors who are often assisted by prisoner doctors previously captured. It is customary for the large prisoner of war camps in Germany to have a "lazaret" nearby and these hospitals are visited by representatives of the Protecting Power and International Committee; also by neutral Y.M.C.A. representatives. Red Cross supplies are shipped regularly to the "lazarets" housing American and Allied prisoners.

WE SHALL NOT FAIL!

A great army of more than 20,000 Red Cross volunteers are now engaged in enlisting the support of every resident of the Metropolitan area for the greatest of all campaigns, the 1944 War Fund Drive. Last year we proudly went over the top and we have every hope of repeating last year's success. In spite of the greatly increased quota, we must not fail. We shall not fail!

There is no need to "sell" the Red Cross,for the story of the Red Cross is written in the hearts of all of us who work faithfully for the Red Cross and support it in order to help others. It is a privilege,rather than a duty, to buy a share in the American Red Cross.

General MacArthur recently paid an inspiring tribute to the Red Cross. In a few words he has summed up the spirit of the Red Cross: "The Red Cross never has failed the American soldier. It has helped him in his hour of danger, it has sustained him in his hour of pain, and it has comforted him in his hour of death!"

SCHEDULE OF CLASSES

Nutrition Service: REpublic 8300, ext. 360

Several morning and evening classes are planned for the month of March. Applications may be made by calling the above number or calling in person at the Nutrition headquarters, D.A.R. building.

continued on next page.

SCHEDULE OF CLASSES (cont.)

First Aid, Water Safety & Accident Prevention:
Call REpublic 8300, ext. 489

Gray Ladies: REpublic 8300, ext. 290
Interviews now being held at G.L. desk in D.A.R. bldg. Mondays thru Fridays, 10am to 4pm for G.L.classes planned March 6 at Gallinger Hospital and March 12 at Walter Reed.

Home Nursing: HObart 6800, ext. 2
Classes are arranged at regular intervals. Persons interested in taking the course may write to Home Nursing Service, 2020 Mass. Ave., N.W. for information.

Motor Corps: REpublic 8300, ext. 225
Members of the M.C. are urged to register as soon as possible for a class in Motor Mechanics starting soon.

Nurse's Aide Corps: HObart 6800, ext. 7
Registration open for class scheduled March 27 at Walsh House. This class designed for Nurse's Aides to serve in Gallinger and Providence Hospitals. Interviews for all N.A. classes held at Walsh House Mondays, Wednesdays and Fridays, 9am to 12 noon. Night classes entirely filled at the present time.

Sec. 562, P. L. and R.

Public Relations Committee
815 Connecticut Ave., N. W.
Washington 6, D. C.

Miss Mary V. Robinson
Dir. of Information Div.
Room 1316, Department of Labor Bldg.
14th St. & Constitution Ave.
Washington 25, D. C.

Chapter Digest

Mrs. Jerauld Wright, Editor
Vol.I, No. 2 Washington, D.C. April,1944

MAKE IT 100% PLUS

The Red Cross War Fund campaign reached $2,571,447.00 at the close of the report luncheon of all the divisions of the War Fund Drive held Tuesday, April 4th, in the United States Chamber of Commerce. This represents a total number of 372,496 gifts and 96.49% of the goal of two million six hundred and sixty-five thousand dollars.

There are 25,000 campaign workers;numerous solicitation booths have been opened in hotels, banks, department stores and other busy spots. The theatres are doing their bit too, taking in Red Cross donations. Approximately 100,000 persons have listened to Red Cross speakers in addition to the large radio audiences reached by 35 interviews, 120 spots on all radio stations and four dramatic shows.

All over the country War Fund Drives are being carried on at the present time. Some localities and some cities have met their quota, some have gone "over the top", hence, Washington, the great capitol of this nation, must look to its laurels and dig down deep,ever deeper, to attain its goal of $2,665,000. WE SHALL NOT FAIL!

V STANDS FOR VOLUNTEER

Under Volunteer Special Services,headed in the District by Mrs. George Angus Garrett, are nine corps, namely; Staff Assistance, Canteen,Arts & Skills, Dietitian's Aides, Hospital & Recreation (Gray Ladies), Nurse's Aides, Home Service, Production and Motor Corps. To every paid worker in the Red Cross there are 300 volunteers working day and night to further the outstanding work of this great organization. Any woman wishing to align herself with the V.S.S. can call the District headquarters, REpublic 8300 and ask for Ext. 758 or pay a personal call at the DAR Building, 17th & D Sts., N.W.

Times-Herald Photo

MRS. GARRETT

Much has been said and written about the V.S.S. but everyone may not fully realize just what this service means or involves. Mrs. Garrett sums it up in very few words. "It is the very lifeblood of the Red Cross," she says and adds, "How would the Motor Corps function without drivers? There would be no such group as the Nurse's Aide Corps and just ask any one of the hospitals what these volunteers mean to them. Clerical work must be done, and in the Blood Donor Center alone the files are completely taken care of by Staff Assistants. Families of our fighters have their problems here at home and Home Service is ever at hand to assist when the need arises. Again ask the hospitals what the work of Gray Ladies, Dietitian's Aides and the Arts and Skills means today; the reply will be one of very high praise. And last, but most certainly not least, remember the Production Corps whose busy, able hands are responsible for the thousands of surgical dressings made annually by the Red Cross."

Hence, V stands not only for Victory but for the Volunteer who is doing her best to assist her country in its time of need. When Victory and Peace reign once again the Volunteer's work is not over; she is a Red Cross worker first and foremost and stands ready to help in time of local as well as national and international disaster.

JUNIOR RED CROSS KEEPS BUSY

Approximately 6,000 evacuated Yugoslav children in the Middle East will soon receive school equipment valued at as many dollars. Through its National Children's Fund, the J.R.C. purchased writing paper, pens, pencils, crayons, chalk and rulers which had been specifically requested by cable, for the young evacuees had no school supplies. Seventeen pounds of powdered tempera, 300 boxes of water colors, colored chalk, powdered ink, drawing paper, etc. will also be shipped for any aspiring artists. All articles are marked "gift of the American Junior Red Cross" and all writing tablets carry the J.R.C. red, white and blue shield on the cover.

KNOW YOUR RED CROSS ALPHABET

A.&N.A.	Army & Navy Auxiliary
A.P.S.	Accident Prevention Service **
A.&S.C.	Arts & Skills Corps
B.D.C.	Blood Donor Center
B.D.S.	Blood Donor Service
C.C.	Canteen Corps
C.&H.C.S.	Camp & Hospital Council Service
D.A.C.	Dietitian's Aide Corps
D.P.	Disaster Preparedness
D.R.	Disaster Relief
F.A.S.	First Aid Service **
H.N.S.	Home Nursing Service
H.&R.C.	Hospital & Recreation Corps *
H.S.	Home Service
J.R.C.	Junior Red Cross
M.C.	Motor Corps
N.A.C.	Nurse's Aide Corps
N.R.S.	Nurse Recruitment Service
N.S.	Nutrition Service
P.C.	Production Corps
S.A.C.	Staff Assistance Corps
S.D.	Surgical Dressings
S.C.	Safety Committee
V.S.S.	Volunteer Special Services
W.S.	Water Safety **

* Gray Ladies

** Under one director

BOOKS FOR SERVICEMEN

The Camp & Hospital Council Service is in need of books, and donations will be greatly appreciated. However, let it be said right here and now that the average serviceman is no more interested in the book that you, personally, throw into the discard, than you are! While lying in a hospital bed or spending an evening in a club he might enjoy an engrossing detective story, possibly an interesting biography or the works of Shakespeare. Discarded nursery rhymes or grammar books are not exactly appropriate, though, believe-it-or-not they have been sent in to Headquarters from time to time! C.&H. trucks will call for books in amounts of 100 or more but due to transportation difficulties, all donors are asked to take smaller numbers to the Information Desk in the DAR Building. For further information call REpublic 8300, Ext. 422.

National Headquarters announces that the A.R.C. bought over two million seven hundred pocket-sized books last year for free distribution to servicemen. Many of the books were put in kit bags given to our troops at ports of embarkation, while others were placed in libraries of R.C.clubs overseas.

THE WHEELS GO 'ROUND AND 'ROUND

Times-Herald Photo

MRS. LEAHY

The D. C. Motor Corps, headed by Mrs. William E. Leahy, Chairman, is busy day and night. It transports everybody and everything from **Nurse's Aides** to office supplies from the Chapter House to the numerous R.C. bureaus throughout the city. The latest acquisition to the Corps is the "little red wagon"used for the N.A.C. which greatly facilitates matters for these wonderful volunteer hospital workers who are on duty in sixteen hospitals in Washington,D.C. Many are the recuperating soldiers and sailors and Marines who have had their day brightened by a movie or a drive about the city which would not have been possible without the M.C. Hot coffee and doughnuts are more than appreciated by the sentries on duty on cold, winter nights and in all probability the average M.C. member could drive blindfolded to the B.D.C. where hundreds of donors have been transported to give life-saving pints of blood.

A STITCH IN TIME——

Everyone has heard the old adage "a stitch in time saves nine". With that in mind the D.C. Accident Prevention Service is doing its utmost to bring before the public eye the many seemingly unnecessary accidents which occur daily in this city. A weekly report is drawn up by the office of the Director of A.P.S., John W. Gates, and published every Sunday in the newspapers. Included in the reports invariably are a number of severe injuries received in homes, such as falls, burns and poisonings. The number of cases of children being poisoned or made ill by consuming rat poisoning, nail polish remover,iodine and drugs of various sorts, is not far from frightening. A.P.S. is doing everything in its power to educate the public to make their homes safe for all ages living under its roofs. Follow the articles on Home Accidents in the papers and take stock of your own home. Do not try to stand on a chair to hang curtains or screw in a new electric light bulb in the overhead fixture; do not have medicines and poisons within reach of children and endeavor to make your kitchen as safe a room as possible. Courses are held from time to time and for further information call REpublic 8300, Ext. 94.

NUTRITION NEWS

The Nutrition Service of the D.C. Chapter is well up on the latest news in food and goes further than that by way of having available some very fine recipes. Anyone wishing some of the extensive information the Service has to offer need only to call REpublic 8300,Ext. 360, or go to the DAR Building and ask for the N.S. desk. Perhaps, thereby, their family eating problems may be greatly simplified. Each month N.S. publishes a small leaflet stressing the nutritious values and the various ways of cooking a specific food to its best advantage. The month of March publication was entirely given over to the Soybean, a cheap, unrationed protein food. This month some other food,or eating habit, will be taken up and appropriate recipes given. With meat and cheese on the rationed list, fish a bit on the expensive side, and always present in the mind the fact that there may be a shortage of milk, it is the duty of all "home makers" to keep abreast of the times in the world of nutrition and see that their families do not suffer from lack of good, health-giving meals.

THE RADIO REACHES AFAR

The D. C. Radio Committee received recently a touching letter from a young girl living all the way down south in Winter Haven, Florida. She wrote as follows and we copy it exactly: "Your program over the air was very interesting today. I am very interesting in working for the Red Cross. I would like very much to sew for needed. I have a machine, it sews well. But one thing I would like to have is a Button whole attachment if I could get one I could get along much faster. Please help me to get one. Because I can get plenty work to do I had 3 yrs in H.E.High school. I finished April 26,1943 please help me I am trying to do something to help my country and my Comunity. I will be looking to hear from you soon."

This letter merely is an indication of the times showing that people in all walks of life are well aware of the need to help this country in its time of need. Also, the radio reaches everywhere- from the mountains to the valleys across this vast continent. Of all the cases of needs, a button attachment for a sewing machine does not appear to be of any great importance, but it is anyone's guess on just what Miss R.J. of Winter Haven, Fla., might produce for the Red Cross if this gadget was furnished to her.This is not in the form of a plea but it is a satisfaction to the Radio Committee that its voice is heard both far and near. When any Corps, Service or Unit finds itself in a spot Mrs. Warren Lee Pierson and Mrs. Campbell Osborn, co-chairmen of the D.C. Radio Committee, are called upon to arrange a "spot" on the air. In most cases the response has been immediate. Both Mrs. Pierson and Mrs.Osborn know Radio and all its ramifications. They are script writers of note and one need only to watch them work to be convinced that their committee has everything well in hand. An interview, skit or announcement is run off in short order and is invariably very much to the point. Their work is demanding and often hectic - the air waves wait for no man - but the proof of the pudding being in the eating,all their efforts prove to be well worthwhile. The Radio Committee can be reached by telephone at EXecutive 0055, Ext. 22.

THANKS FROM HERE, THERE AND EVERYWHERE

A serviceman writes to his wife:

"Will you do something for me? Will you try and call a Mrs. Eleanor W. Jones. She is connected with D. C. Chapter of the Red Cross. They put on board a Red Cross kit for everybody and they are really swell. We are going to pass them out some time today. We also get a carton of cigarettes too. So I wish you would try and call her and thank her and tell her how much all the fellows appreciate them.Mrs.Jones' name was on the inspector's ticket in the boxes." E.W.B..

V-Mail from a WAC:

"From 'somewhere in North Africa' I send you greetings and many, many thanks for the grand kit you presented to us as we left the good United States. We have traveled quite a bit and everywhere are greeted most royally by the Red Cross It is most gratifying to have a building like the Red Cross to go to and meet and talk to other Americans. I want you to realize that though you get little thanks for your work, it is most sincerely appreciated." E.B.W..

Excerpts from a Private's letter:

"I suppose you receive thanks for your presents every day. So then let me add my sincere appreciation and thanks also.--I am in Italy and here we do not enjoy all the things we took for granted back at the States.--All we have here is a tent and the clothing issued us. We have no P.X.'s so what your kit contained sure helps out. The sewing kit I've needed already for mending socks and a torn pocket. -- I'm using the notions and writing paper for V-Mail blanks are scarce. The cards help spend whatever little time we have to ourselves. -- The scarcest item here is ink for pencil doesn't show up as well. If your kit contained ink in a metal container it would certainly be a treasure. -- Thank you again and good luck to your future thoughtfullness towards others like myself." H. B.

A Red Cross worker sends thanks too:

"This is just a note of appreciation for the wonderful ditty bag which I received and which bore your label. I cannot adequately explain just how much it meant to me when the bag was given me, but suffice it to say I felt closer to home and all my friends. The contents of the bag were all so well chosen, many of the items could not possibly be obtained overseas. As a Red Cross employee I received many expressions of gratitude from the officers and enlisted men regarding their bags, and this gave me an opportunity to explain the marvelous work of the home chapters. Our voyage has been pleasant and we hope to arrive at our destination and be a credit to the organization we are so proud to be affiliated with. Again my sincere appreciation." G. F.

BE PREPARED FOR ILLNESS AT HOME

It has been stated before that there is no particular glamour in working in your home - during a war. But, no one can deny that the health of our Nation is of utmost importance at all times, either in peace or in war. The Red Cross Nursing Service is cognizant of these facts and has certificated over five thousand women in Washington, D. C. since Pearl Harbor. These women have taken and passed the Home Nursing course and in more cases than there is space to tell, have, through dire necessity, used this practical knowledge in time of illness in their own homes. The course teaches important facts about contagious diseases and how to treat them, not only for the benefit of the patient but how to safeguard the rest of the household. When to and when not to administer heat or ice in cases of illness; how to bathe a patient in bed; how to make a bed with a patient in it; are but a few of the important bits of workable information taught by the H.N.S. H.N.S. headquarters are at Walsh House, 2020 Massachusetts Ave., N.W. where the classes are also held. For further information call HObart 6800, Ext. 3. ENROLL IN A H.N.S. CLASS TODAY!

MORALE BUILDING

It is most encouraging and gratifying to watch the reaction of our wounded service men to the project being carried on in hospitals by the Red Cross Arts and Skills Corps. The corps has been established in the convalescent section of Walter Reed General Hospital and in St. Elizabeth's Hospital since the first of the year. "I get a big kick out of it" is the usual remark the men make to the corps members as they proceed with their work in painting, drawing and decoupage. That is in itself a compliment to the efforts of the skilled volunteer workers who are doing their best to help the wounded pass the long, trying hours and giving them ideas to fit them for future life. But, the solemn statement, "I've found myself" uttered by one serious minded, young, wounded man, meant more than all the other exclamations.

The instructors, all talented artists, encourage the patients to do creative work and in the first month the men had completed some 50 pieces of sculpture or ceramics in the clay shop alone. A number of the students came regularly every day until they were discharged from the hospital and a number of them vowed, on leaving, that they fully intended going on with the work after they are sent back to civilian life.

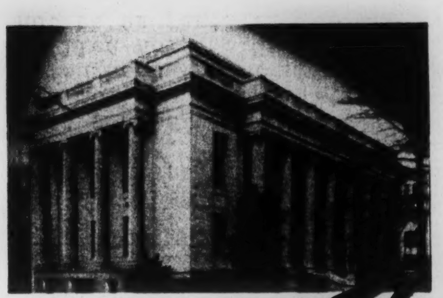
Mrs. Kathleen Wheeler, internationally known sculptor, gave a "Horse Show" not long ago displaying her famous models of "Twenty-Grand" and other horses of note including winners of the Kentucky Derby during the past ten years. Other talented sculptors will visit the hospitals in the near future, giving informal talks and exhibiting their work.

* * *

Sec. 562, P. L. and R.

Public Relations Committee
815 Connecticut Ave., N. W.
Washington 6, D. C.

Miss Mary V. Robinson
Room 1316, Dept. of Labor Bldg.
14th St. & Constitution Ave.
Washington 25, D. C.



Chapter Digest

Mrs. Jerauld Wright, Editor

Vol. I, No. 3 Washington, D.C. May 1944

112.22% GIVES CAPITOL LEAD IN WAR FUND DRIVE

The Red Cross War Fund Drive is fait accompli! With the final count showing 112.22 per cent, Washington and its surrounding counties can face the world proudly. The figure announced by Mr. Lloyd B. Wilson, Chairman of the Drive, as of May 1st, is $2,990,559.38, representing a total of 483,779 gifts. All divisions having exceeded their quotas, Mr. Wilson has extended his thanks for the magnificent work done by all persons connected with the raising of this large sum. Every penny helps to keep the Red Cross "at his side".

An interesting fact, which should be known by all contributors to the R.C., was brought out by Mr. Clifford Folger, Chairman of the District R. C., at a recent meeting, when he announced that 98½ cents of every dollar raised goes directly into the R.C. treasury, leaving only a cent and a half for campaign promotion. The latter figure is extraordinarily small and should be brought to the attention of the contributors. To the organizers of this nation-wide campaign and their countless workers, goes much praise and many congratulations on a difficult job well done.

TRAINED HOSPITAL STAFFS ASSISTED BY THREE R.C. CORPS

Red Cross volunteers are well represented in hospitals with three corps in active service - Hospital & Recreation Corps (Gray Ladies); Nurse's Aides and Dietitian's Aides, are the services in order of organization. The Gray Lady is the senior corps, well known through its worthwhile activities since 1918. The Nurse's Aide Corps in its short history has made a great name for itself due to the outstanding work of its members in assisting the trained staffs of hospitals throughout the country in time of great need and shortage of skilled help. The third corps, the Dietitian's Aides, may not be as familiar to the general public, but its fine work is filling a long felt want. The members of the corps assist in hospital diet kitchens arranging trays for the patients, weighing food, supervising the menus of diabetic patients and others requiring special meals, and distributing trays. The training course for this corps is sixty hours, twenty of which is given to standard R.C. Nutrition, and forty to special training including fifteen hours of supervised hospital work. An H.&R.C. class graduates at Bolling Field, May 10th and another class is scheduled to begin the end of May. For further information call the office of the Chairman, Mrs. Harvey Bolton, REpublic 8300, Ext. 530.

THE NEXT GENERATION IS EVERYONE'S RESPONSIBILITY

The careful upbringing of the next generation is a responsibility recognized by all. The R.C. has ever been cognizant of this fact and in the rehabilitation work with which it is faced in war torn regions, or in times of National disaster, its efforts are turned equally toward the wounded and toward the children of the country.

Health is a most important factor in producing a strong race and with this in mind the Day Nursery at the DAR Building, run under the auspicies of the A.& N.C., had a celebration on Child Health Day as an expression of its desire for the good health of the children of our country. Proper nutrition, the very foundation of good health, depends not on one day's celebration but on a steady day-to-day program carried out through the years from childhood to adulthood. Three facts are acknowledged as necessary for good health and growth; (1) correct diet,(2)good health habits, (3) freedom from those physical defects which interfere with a child's normal gains. The reasons are obvious and in teaching the lessons of these facts, the R. C. Nutritionist uses a set of dolls known as the "Seven Little Sisters". The dolls are colorful and quaint, of the Colonial silhouette type,made of cardboard and covered in appropriate materials. Each doll illustrates a different food or health

MISS DOROTHY L. BOVEE, RED CROSS
NUTRITIONIST, SNAPPED WITH SOME
OF THE CHILDREN AT THE DAY NURSERY

habit. For example, "Sally Soap",wearing a dress of turkish toweling carries over her arm a basket, containing a toothbrush, towel, washcloth, soap, drinking glass, mop, broom, etc. The others signify through their outfits and accessories, the necessity for exercise, sufficient sleep and the correct food to be eaten each meal throughout the day.

The Day Nursery is staffed to care for children of service families. For further particulars on this worthwhile project, call REpublic 8300, Ext. 107.

A.&S.C. INSTRUCTS WOUNDED SOLDIERS IN ARTS AND SKILLS

MRS. JOSEPH J. LOVE JR.

active member of the Camp and Hospital Corps, was snapped while giving instruction in sculpting to Pfc. Raymond LaPenta, Conshohocken, Pa., and Pvt. Carmino Catalforo, Providence, R.I. These men, patients in the convalescent section of Walter Reed Hospital at Forest Glen, Md., are but two of the many wounded men whose days of recovery are brightened by the efforts of C.& H.C. members who give instruction in book binding, painting, decoupage, etc. Much talent has been found among the soldiers and the work of this corps has done a great deal toward building up the morale of wounded service men.

FLASH!

All records were broken by the B.D.S. in March with 18,542 blood donors registered and 16,501 accepted. 9,845 reported to the B.D.C., 3,548 at Mobile Unit #1 and 3,108 to Mobile Unit #2. It was necessary, due to bad weather conditions to cancel one Mobile Unit trip, the first cancellation in a year.

KNOW YOUR RED CROSS ALPHABET

A.&N.C.	Army & Navy Committee
A.P.S.	Accident Prevention Service **
A.&S.C.	Arts & Skills Corps
B.D.C.	Blood Donor Center
B.D.S.	Blood Donor Service
C.C.	Canteen Corps
C.&H.C.S.	Camp & Hospital Council Service
D.A.C.	Dietitian's Aide Corps
D.P.	Disaster Preparedness
D.R.	Disaster Relief
F.A.S.	First Aid Service **
H.N.S.	Home Nursing Service
H.&R.C.	Hospital & Recreation Corps *
H.S.	Home Service
J.R.C.	Junior Red Cross
M.C.	Motor Corps
N.A.C.	Nurse's Aide Corps
N.R.S.	Nurse Recruitment Service
N.S.	Nutrition Service
P.C.	Production Corps
S.A.C.	Staff Assistance Corps
S.D.	Surgical Dressings
S.C.	Safety Committee
V.S.S.	Volunteer Special Services
W.S.	Water Safety **

* Gray Ladies

** Under one director

CALLING ALL PHILATELISTS

Stamp collectors will be interested in an auction to be held at the Hall of Flags in the Chamber of Commerce, this month, when cachets from the maiden flight of the already famous Constellation, will be sold at auction. All proceeds will go to the Red Cross.

On April 17th the Constellation arrived at Washington's airport six hours and fifty-seven minutes after leaving Burbank, California, thereby breaking all time airplane, cross continent, flight records. In that plane, piloted by well-known Howard Hughes, were a limited number of envelopes postmarked Burbank, California and Washington, D.C. To philatelists this auction is something out of the ordinary. One of the foremost stamp collectors in the country is none other than the President of the United States and to him will be given one of the cachets. The two blood donors who have contributed the largest number of pints of blood at the B.D.C. will be given each a stamped and cancelled envelope of that trip and the remaining few will be turned over to the C.&H.C. of the District R.C. to put up at auction. These cachets will, indeed, add much to any philatelist's collection and a large crowd will be present to put in their bids.

The Constellation whose capacity is 100 troops,has four Wright engines, boasting 2,200 horse power, a cruising speed of over 300 miles per hour and a landing speed of eighty miles per hour. It is the largest and fastest land based transport plane in the world. For further information in regard to the auction, call R. C. Public Relations office, DIstrict 3882.

R.C. LENDS A HELPING HAND AT UNION STATION

Mrs. H. C. McCarty,Chairman of Production for Knitting, relayed the ensuing story to the Public Relations office: During the War Fund Drive a R. C. table was manned at the Union Station by members of Mrs. McCarty's committee. One afternoon these R. C. volunteers were approached by a young army private clutching his furlough papers but completely "out of pocket" and a bit desperate as to how he was going to get home to see his family in Florida. Mrs. Merrill T. Vaughn offered the contents of her purse which he took with great appreciation, and went on his way. The next day Mrs. Vaughn received, by telegraph, the sum of money she had lent to him which was immediately followed by a most appreciative touching letter from the Private's father from Marianna,Fla. It is a surety that Mrs. Vaughn will never miss another opportunity to help a service man; the letter she received from the young man's father more than repaid her for any inconvenience the loan might have caused her. Just another example of the Red Cross being "at his side".

THANKS FROM HERE, THERE AND EVERYWHERE

A Sergeant writes from Italy:

"One day during 1943 I boarded a ship bound for overseas duty. A few days off shore we were handed packages which contained many items such as candy, cigarettes, books, etc. In each package we found a little card telling us who had donated them. At that time I placed your card between the pages of my book wishing to write at a later date thanking you for being so thoughtful. Just the other day I came across that card and consequently you have this note! The value of that gift was great, not in terms of what it contained but rather in the thought behind it. As we opened the packages on the high seas it seemed as though the mighty hand of Uncle Sam had suddenly reached out to give us a last reassured pat on the back. Better late than never I wish to thank you at this time for the gift I received. Your thought was deeply appreciated." R.J.C.

A letter from a Private is received:

"As just one member of the Army, I wish to express my sincere thanks to all of you for providing me with one of the handy little kits just as I left the States. Every article in the kit is one that every service man can use. The cigarettes and soap were especially welcome since I was about out of both when I boarded ship. And as you can see the stationery in the kit is being put to use. It makes us feel good to know that the folks back home are interested in our welfare. You can rest assured that in the future I'll contribute to your organization freely and gladly realizing the fine work you are doing. My buddies join me in thanks for the Kits." S.R.B., Jr.

A Japanese American writes from a troopship:

"Thank you very much for the useful gift kit we received aboard this troopship. Our last contact with our country before we boarded this troopship was with the Red Cross who served us refreshments. Here again, when we were feeling a little seasick and homesick, we received your gift kits. We know some of these days at the front lines, in the hospitals and everywhere overseas, we'll be receiving the countless services of the Red Cross. Many of my friends of the 100th Inf. Bn. with the Fifth Army in Italy praised the countless services of the Red Cross,especially those wounded in action in hospitals. We Japanese American soldiers appreciate it very much." S.I.

Appreciation from a soldier in North Africa:

"Kindly accept this belated thanks of a soldier for a gift given to him upon leaving the good old "States". It was composed of well selected articles and certainly was appreciated. All of the boys were enthusiastically appreciative of your 'surprise package'." "P.S. An A.R.C. club room in a foreign city or town is more welcome even than a desert oasis. Thanks again." R.M.K.

A Marine writes to "Dear Red Cross Mother":

"I write just a note to show my appreciation of how much I have used one of your sweaters made by the District of Columbia Chapter. Although it is warm here, it is a little cool at nights and I have really appreciated it. I come from Va. and have visited the fair city of Washington several times while stationed at Quantico, Va. I only wish I were there at the present time. I write not only for myself, but for the many who haven't had time to write, we all thank you from the bottom of our heart." G.W.P.

NEW APPOINTMENTS ANNOUNCED

Announcement has been made of the appointment of Mrs. Leven C. Allen as chairman of the Army and Navy Committee to replace Mrs. Leslie E. Bratton, who has resigned due to leaving the city. Mrs. Allen formerly was vice-chairman of the Staff Assistance Corps, and Mrs. Frederick de Rohan continues as vice-chairman of the A.&N.C. Not long ago this service underwent some changes in its set-up and at that time it was changed from an Auxiliary to a Committee.

After two years of yeoman work, as Chairman of the District Nurse's Aide Corps, Mrs. Hugh Rowan has had to resign, which announcement was made by Mrs. George Garrett with deep regret. Her place has been filled by Mrs. Patrick Hill, who will take over the work in the autumn; in the meantime, Mrs. Julian L. Woodward, who has held the position of vice-chairman of the corps under Mrs. Rowan, will be acting chairman.

LISTEN TO R.C. RADIO PROGRAMS

Saturdays - 1:00 pm WWDC
Sundays - 4:15 pm WINX

The Radio Committee is ever on its toes keeping the R. C. before the public. Aside from these two particular weekly programs, much time has been given to the R.C. on the air by Alice Crane who broadcasts daily over WMAL at 11:30 am and many a "plug" and "spot" have been heard over the same station at 1:00 pm with "Baukage talking". Over WRC at 12:30 on Fridays, Charles Copeland has given several five minute sketches, and Elinor Howard who appears daily on WOL at 9:30 am, interviews personalities as also does Eleanor Lee on WTOP and Arthur Godfrey who has given many R.C. interviews and "spots".

Mrs. Richard H. Hughes has been appointed vice-chairman of the D.C. Radio Committee to assist Mrs. Warren Lee Pierson during the summer when Mrs. Campbell Osborn must be away to supervise her farm in Virginia. Mrs. Hughes has done much radio script writing and interviewing. Listen on Saturdays and Sundays to your R.C. radio programs and consult the radio schedules in your papers for other programs.

"LIFE LINE"

An unusual blood plasma movie, appropriately entitled "Life Line", is available for showing to groups interested in furthering the blood donor program. This film is an Army Signal Corps picture and shows some interesting, poignant shots of jungle warfare with many scenes of operations being performed in tents and the administration of plasma directly behind the front lines. Organizations wishing to show the film may procure it through the B.D.C. by calling DI 3300. Recently Governor M.S. Szymczak of the Federal Reserve, entertained key members of the Blood Donor Group program, at a tea and informal discussion before which "Life Line" was shown. Refreshments were served in the beautiful, airy recreation hall atop the Federal Reserve Building.

1 CENT 1

SCHEDULE OF CLASSES

Dietitian's Aide Corps: Class scheduled May 22nd. Call REpublic 8300, Ext. 530

First Aid, Water Safety & Accident Prevention: For summer program call REpublic 8300, Ext. 489

Gray Ladies: Classes scheduled at Providence Hospital and Naval Hospital, May 15th. Call REpublic 8300, Ext. 290

Home Nursing Service: For information call HObart 6800, Ext. 3

Nurse's Aide Corps: Class scheduled for May 22nd. Call REpublic 8300, Ext. 291

GIVE YOUR BLOOD TO SAVE A LIFE

Make an appointment at the Blood Donor Center

CALL DIstrict 3300

Sec. 562, P. L. and R.

Public Relations Committee
815 Connecticut Ave., N. W.
Washington 6, D. C.

Director of Information Division,
Women's Bureau
Room 1316, Department of Labor Bldg.
14th Street & Constitution Avenue
Washington 25, D. C.

UNITED STATES POSTAGE

Chapter Digest

Mrs. Jerauld Wright, Editor
Vol. 1, No. 4 Washington, D. C. June 1944

HELPERS NEEDED TO FILL SURGICAL DRESSING QUOTA

What percentage of the surgical dressings for the Armed Services are made by Red Cross volunteer Production units?

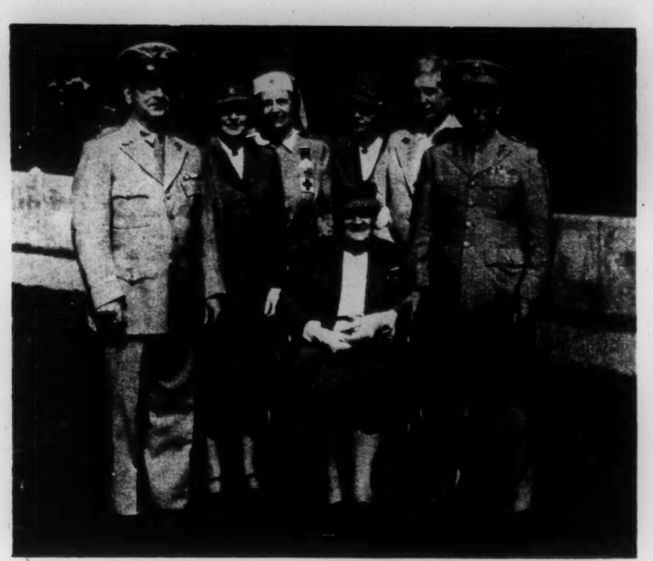
What is the Surgical Dressing quota for the District of Columbia Chapter from May 30th to September 30th, 1944?

(See back page for answers)

Volunteers are urgently needed at Walsh House, 2020 Massachusetts Avenue, and at all production units throughout the Metropolitan Area, to cut and fold the tremendous number of surgical dressings allotted to the District Chapter. Men as well as women are giving their services to this project, as Mrs. Brown Harbold, Chairman of Production, Surgical Dressings, will tell you, but more are needed if the District is to meet its quota.

As a fitting celebration for Memorial Day, open house was held at Walsh House; the large gathering included women of the Allied Nations. Mr. J. Clifford Folger, Chairman of the District Red Cross, conducted a short meeting, and other speakers included Brig. Gen. Hugh J. Morgan, Chief of the Medical Division of Professional Service, Surgeon General's Office, and Miss Marina Pauliny, Vice-Chairman of the Czechoslovakian Red Cross. The ceremony was opened by Dr. Charles T. Warner, of St. Alban's Church, who gave the D-Day prayer composed by Bishop Tucker. All during the ceremony the Navy wives' group continued to cut and fold in the workrooms. From Walter Reed came Lt. Marguerite Cooney, an Army nurse who has spent 22 months in New Caledonia, and Private Sherman Lyons, a veteran of two major battles, now recuperating from wounds.

Knitting and Sewing units are busily carrying on their work and will welcome more helping hands also. Comfort Kits, Ditty Bags, Convalescent Kits and WAC Kits are made and assembled by Production volunteers. The thank-you letters, published each month in the Digest, are but a few samples of the hundreds of letters which are received at headquarters showing the appreciation of service men and women who are the recipients of Red Cross Kits.



Army Medical School
Photographic Laboratory.

L. to R. Col. George R. Callender; Mrs. George A.Garrett, District Chairman V.S.S.; Mrs. Ralph Payne, Chairman District G.L. Corps; Mrs. Richard Bissell, National Director V.S.S.; Miss Margaret Lower, co-founder; Surgeon General Norman T. Kirk, and Mrs. Henry Rae, co-founder, (seated), honor guests at the graduation of the 17th and largest Red Cross Gray Lady class to graduate from Walter Reed General Hospital.

GRAY LADY CORPS CELEBRATES A BIRTHDAY

The past month has been one of distinction for the Gray Lady or Hospital and Recreation Corps. On May 11th it celebrated its twenty-sixth birthday anniversary and on the 29th of the month the largest class in its history was graduated from Walter Reed General Hospital. Present at this graduation, the 17th class held at Walter Reed, were both co-founders of the Corps, Miss Margaret Lower and Mrs. Henry Rea. Mrs. Rea, though confined to a wheel chair due to a recent accident, took part in the ceremony and was hailed on all sides by friends, admirers and co-workers in the Red Cross. Miss Lower, after many years of yeoman service as R.C. Field Director at Walter Reed, retired recently and her place has been taken by Miss Elizabeth Lowry, formerly R. C. Hospital representative of Eastern Area.

Gray Ladies are volunteering their services in thirteen hospitals in Washington. Their work is not merely morale building, for in recent months their responsibilities have been increased to meet the needs of under-staffed hospitals during war time - for one example, running the prenatal clinic at Walter Reed. The Corps is already recruiting for a class which will take place in the autumn at Children's Hospital and a large class will graduate in July at the National Naval Medical Center.

Women from the ages of 21 to 50 are eligible to train in the Gray Lady Corps - the one exception is at St. Elizabeth's Hospital where the age range is from 25 to 55. For further information relevant to this volunteer Corps which has held such a fine record of twenty-six years of faithful and active service, call REpublic 8300, Ext. 290.

LEARN HOME NURSING—BE PREPARED!

"HELP FAMINE SHUTS WARDS IN TWO MORE D.C. HOSPITALS"; thus ran a recent headline in a local newspaper. For some time now we have been aware of a great shortage of trained nurses, but for the most part the news was interpreted by many to mean only that it was hard to procure a nurse to come to one's home. It is obvious that this shortage is more serious than ever, so serious, in fact, that hospitals are threatened with closing wards completely. Now, more than ever before the average homemaker should be prepared to care for illness in her own home. Knowing how to guard against the spread of communicable diseases is a help to the entire community, not just a matter of safeguarding the health of the immediate family. Knowing how to "manage with what you have", with the present shortage of all manner of manufactured appliances, is something which comes in handy when illness strikes. These and many other important pieces of information are taught in a Red Cross Home Nursing Service course. Certain H.N. courses have been designated as special classes for expectant mothers and have proved most successful and useful. For further particulars in regard to H.N. courses call HObart 6800, Ext. 3.

LISTEN TO YOUR R.C. RADIO PROGRAMS

Thursdays	-	1:00 pm	WRC
Saturdays	-	1:00 pm	WWDC
Sundays	-	4:15 pm	WINX

On June 15th a new R.C. radio program will come into being known as "Luncheon at the Red Cross Canteen". Every Thursday at the R.C. Garden Canteen - between the District Chapter and National Red Cross Headquarters - there will be a broadcast from 1:00 to 1:30 pm over WRC on the Nancy Osgood hour.

The first Garden Canteen broadcast will have as hostess the D.C. Chairman of V.S.S., Mrs. George Garrett, and the honor guest will be the Secretary of Commerce, Mr. Jesse Jones, who will speak of his nephew who is a prisoner of war. Mr. Marc Peter, former Minister from Switzerland and now Representative of the International Red Cross in the United States, will speak also on the subject of prisoners of war. Mrs. Anson B. Gardner, Chairman of the District Canteen Corps, will be introduced and the broadcast will be conducted by Miss Osgood. Other men and women of importance will be interviewed and heard on subsequent Canteen programs throughout the summer.

Red Cross Photo by Johnson

S O S BOOK BINDERS

In the above picture Mrs. Ethel Burnet Clark of the Arts and Skills Corps is shown giving instruction in the art of bookbinding to two convalescents at Forest Glen. This craft is very popular with wounded service men, many of whom are showing great aptitude in the art. Mrs. Clark, well known authority on bookbinding at Dumbarton Oaks, is Captain of this team of the A. & S.C. Working actively with Mrs. Clark is Mrs. V. Lada-Mocarski who was instrumental in organizing this phase of the work.

The bookbindery at Forest Glen, convalescent section of Walter Reed, is open Mondays through Fridays from two until five each afternoon. There is a very urgent need for trained bookbinders to assist the Corps in carrying on this extremely worthwhile enterprise. The service men seem particularly interested in bookbinding and in order to keep the work going MORE TEACHERS MUST BE RECRUITED. Anyone knowing of trained bookbinders who can volunteer some time to work with convalescent soldiers will greatly assist the Arts and Skills Corps by communicating with the office of the Chairman, Mrs. Robert Dunlap, REpublic 8300, Ext. 762, or with Mrs. Lada-Mocarski, MIchigan 2544.

Painting, sculpture and cut-out work are a few of the skills taught by A. & S. members. It not only whiles away the time for our wounded men but it has in many instances shown them the way to an art or skill which may be of advantage to them in future life.

Correction: In last month's Digest an Arts and Skills picture was published stating the activities of the Corps. However, through an error in proof reading, in the ensuing story the Corps was referred to as Camp and Hospital. Ed.

READY TO SPREAD THE WORD

Nineteen women were graduated from a Red Cross Public Speaking class on June 1st. After the graduation ceremony a luncheon was given by V.S.S.Chairman, Mrs. George Garrett, in the Red Cross Garden Canteen. The pupils received instruction from Mrs. Hugh Butler, talented public speaker of great note, who has generously volunteered her services to train Red Cross speakers at three classes over a period of as many years. Among Mrs. Butler's pupils in the recent class were chairmen of various Corps of the District Chapter.

"SHARE MY CAR, NEIGHBOR"

The "Share my car, neighbor" Campaign is the brain child of the Office of Price Administration. Everyone should back it to the hilt. To quote the O.P.A., "The average American must drive his car to and from work and he is entitled to the gasoline he gets for this purpose". In the front seat probably the driver has a friend with him, a man he knows who works in the same building or nearby; it is most natural that they should drive down and back together. Though the back seat is empty the O.P.A. says that there are three passengers there but the driver does not realize it. If you asked him who they are he would say that there was no one there at all. Every morning and every evening the driver carries three people with him, phantom characters,namely: "SABOTAGE, WASTE AND UNNEIGHBORLINESS"! It is the duty of all Americans to join "Share my car, neighbor" clubs. Every car has a war job to do and unless every car is carrying its full capacity, it is failing in its duty. Everyone working in a Federal Agency or other establishment should make inquiries about a transportation committee. If working elsewhere, contact the local War Price and Rationing Board, or one of the 11 Recruiting Centers in the Metropolitan Area.

Don't drive around these days accompanied by those phantom characters - Sabotage, Waste and Unneighborliness. From your local O.P.A. Board a copy of "Ten Commandments for Car-Sharers" may be obtained; it gives excellent advice to both drivers and riders.

KNOW YOUR RED CROSS ALPHABET

	A.&N.C.	Army & Navy Committee
	A.P.S.	Accident Prevention Service **
#	A.&S.C.	Arts & Skills Corps
	B.D.C.	Blood Donor Center
	B.D.S.	Blood Donor Service
#	C.C.	Canteen Corps
	C.&H.C.S.	Camp & Hospital Council Service
#	D.A.C.	Dietitian's Aide Corps
	D.P.	Disaster Preparedness
	D.R.	Disaster Relief
	F.A.S.	First Aid Service **
	H.N.S.	Home Nursing Service
#	H.&R.C.	Hospital & Recreation Corps *
#	H.S.C.	Home Service Corps
	J.R.C.	Junior Red Cross
#	M.C.	Motor Corps
#	N.A.C.	Nurse's Aide Corps
	N.R.S.	Nurse Recruitment Service
	N.S.	Nutrition Service
#	P.C.	Production Corps
#	S.A.C.	Staff Assistance Corps
	S.C.	Safety Committee
	V.S.S.	Volunteer Special Services
	W.S.	Water Safety **

* Gray Ladies

** Under one director

Under V.S.S.

THANKS FROM HERE, THERE AND EVERYWHERE

A Sea Bee writes to his mother:

"In my last letter I mentioned the Red Cross Club that had just opened here. I had the opportunity to drop in a few weeks ago. It was very nice, spacious, ping pong tables, checkers, cards, reading material, and last but not least the SNACK served. Spam and eggs, hot chocolate and cookies -- not bad for a snack, and it was real good too. In your first letter you mentioned the Red Cross, but said nothing about the drive. I am enclosing a check for the Red Cross Gift Fund. They deserve all the help the people back in the states can give them." H.B.C. (Check received)

Red Cross kits are a success with the WACs:

"Although 'thank you' seems so inadequate as a token of appreciation for the lovely kit I received, it is meant with all sincerity. What a pleasant surprise to receive that kit in the hospital on board. It sure was a bright spot in that day for all the girls. -- Thank you again, and may God bless your worthy work." A.R.H.

A Sailor sends sincere thanks:

"On behalf of my fellow shipmates and myself, we thank you very kindly for your token of faithfulness to the Armed Forces. It's just things like that, that makes a fellow realize that the home folks are still behind us all the way. I'm not much of a letter writer, as you can see but I do hope you realize through this that you have done us a great deed. Again I thank you;God bless you and your work."G.T.A.

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The Chairman of the District Red Cross received the following letter from The Hon.Lady Ward, C.B.E.,from London:

"Dear Sir: I am writing to tell you of our great joy at receiving through the kindness of the American Red Cross in London, some knitted woolen suits for small children made by the D.C. Washington Chapter.

"I cannot tell you how grateful we are to you for this lovely contribution and I hope you can tell all your workers how greatly we have admired their suits. They are made on such good designs and are both practical and pretty.

"We are going to distribute the little suits immediately to nurseries and hospitals in the London area. These Institutions take in so many bombed out and homeless children that it has become an urgent problem to outfit them both while they are in their care and when they leave.

"The Authorities will be most appreciative for this valuable addition to their stores and the mothers are always so touched when they realize that these lovely warm clothes have been provided for their children by the kindness of friends in America.

"May I thank you again on our own behalf as well as on behalf of the parents for all that you are doing for the children in England."

Yours sincerely,

(signed) Susan Ward

****

A Red Cross Field Director is heard from:

"Soldiers on this Post, especially exposed to the elements by reason of the particular character of the work of their individual organizations, are indeed grateful to have received the fine sweaters your Chapter so graciously and promptly furnished. Will you kindly convey this appreciation which these men have expressed to those very fine ladies of your Chapter whose efforts have made this warm contribution to the service of our Country." B.M.J.

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Answers to questions on page 1

1. 90% of ALL surgical dressings used by the armed services are made by R.C. Production volunteers. Only 10% of the dressings are factory made.
2. The D.C. Chapter's quota of surgical dressings for the next four months - May 30th to September 30th - is OVER THREE MILLION.

VOLUNTEER TODAY AT A R.C. PRODUCTION CENTER!

DO YOUR BIT TO HELP EQUIP THE MEDICAL UNITS
THAT ACCOMPANY OUR HUSBANDS AND SONS TO THE
FAR-FLUNG BATTLE FRONTS.
CALL HOBART 6800 FOR FURTHER PARTICULARS.

****

GIVE YOUR BLOOD TO SAVE A LIFE

Make an appointment at the Blood Donor Center

CALL DIstrict 3300 for an appointment

Sec. 562, P. L. and R.

Public Relations Department
Chamber of Commerce
H Street at Connecticut Avenue
Washington 6, D. C.

Director of Information Division
Women's Bureau
Room 1316, Department of Labor Bldg.
14th St. & Constitution Ave.
Washington 25, D.C.

WOMEN'S BUREAU
DEPARTMENT OF LABOR

Chapter Digest

Mrs. Jerauld Wright, Editor

Vol. 1, No. 5 Washington, D.C. July 1944

IN MEMORIAM ...

Norman H. Davis

The death of Norman H. Davis, National Chairman of the American Red Cross, comes as a severe shock to his host of friends in the District of Columbia Chapter. His long and successful career in humanitarian service, particularly in the Red Cross, both National and International, has served as an inspiration to all Red Cross workers. Since the National Headquarters of the Red Cross is located in Washington, the District of Columbia Chapter has been fortunate to have had opportunities for a most intimate association with Mr. Davis. His sympathetic and active interest in the affairs of the District Chapter made us all feel that he had a "home town" concern for us. His passing will be deeply mourned.

* * * * * *

"I close my eyes in sleep,
  My work is ended and my mission done;
Content I sink to slumber long and deep,
  My day is passed with all I've lost or won.

"Still safe within His care
  My soul departs to greet another dawn;
I cannot see if it be dark or fair,
  I only know God's universe moves on."

* * * * * *

HELP US SPEND YOUR MONEY

The Chapter Digest, reporting on District Red Cross activities each month, reaches many key people in organizations and government agencies throughout the city. We hope that the material contained in the Digest will be found useful by them. They may feel free to use it in their own publications, and the Red Cross is, of course, happy to furnish them with any further details concerning its activities. The schedule of classes for volunteers appears regularly on the back of the Digest, and we especially hope that this information will be picked up by other publications.

There is still a long road ahead of us and the need grows with the hour, the demands increase with the tempo of battle. Our services to hospitals, the armed forces, the wounded servicemen, the families of prisoners of war, and of men at the fronts need all the help they can get from individuals and organizations. Your contributions, made so generously in the Red Cross War Fund Drive, help to make these many services possible. Now the great and imperative need is for volunteer DAYTIME workers in all of the corps and services of the Red Cross. Support your Red Cross today with your time as you have done with your dollars!

VOLUNTEERS IN WAR AND PEACE

By Mrs. George A. Garrett, Chairman
Volunteer Special Services

It is almost a year since a great challenge was given to me--the offer to succeed Miss Boardman as Chairman of Volunteer Special Services in the District of Columbia Chapter. It was a great honor, but a great responsibility to follow one who had blazed the trail for, and directed the volunteers for so many years.

No sooner had I accepted the appointment than I found myself in a whirlpool of hours, pins, uniforms, Form 19 and knotty problems. It is really warming to my heart to look at our organization today and to feel the cordial spirit which exists. To those of you who have stood at my side, helped, advised and encouraged me I am more grateful than I can say.

We have a chapter of which we can be very proud.Through the generosity of many friends in Washington, our projects are housed so handsomely that we are the envy of other chapters. The District canteen in the garden of National is the most attractive and unique in the country. But, this beautiful equipment functions only because of the volunteers who man it. I cannot adequately express to the volunteers my admiration for their fortitude and faithfulness to duty. I have gone with you on many assignments and can only say "Hats off to you all".

As we enter this third hot summer of the war many problems confront us. Each day home and family demands increase.

To adjust our lives to be fair to them and not to lessen our service is not easy. You volunteers have set a very high standard and while we are in great need of daytime workers, not only to give the present workers a breathing spell, but to meet our increased activities, we must keep up our high standards since it is that which makes our work effective.

Our problem is the need of more daytime workers in all corps. I would like to hear any suggestions as to how we can increase the numbers of our trained daytime workers. The night assignments are well covered, which is a splendid commentary on our volunteers from the professional world.

We who belong to this great organization and who are trained to work not only with the military but with all coordinating agencies have a definite responsibility.

By carrying on when the war is won, and the thrilling impulse of conflict is no longer present to spur us on, we will prove our worth. Since the Red Cross volunteers have been outstanding workers in the war they should be inspiring leaders in peace time.

VOLUNTEER FOR VICTORY

Mr. Marc Peter, Delegate of International Red Cross Committee in the U.S., with Mrs. George A. Garrett, Chairman of Volunteer Special Services, and Mrs. J. Douglas Jones, Chairman of Production of Garments, at a recent exhibit of articles made and assembled by production units at Chapter House and sent to our service men and women.

THE MOTOR CORPS ROLLS ON

by Mrs. Wm. E. Leahy, Chairman
Motor Corps

Motor Corps -- that corps you always see coming and going in a hurry -- transporting here, there and everywhere. "My, that must be a big corps!" you say. Surprise! It is next to the smallest corps in the Chapter. At present there are 168 names on the active list; 82 regular drivers who work whenever called; and 86 drivers who give limited service. They are employed on regular jobs during the day and drive for Motor Corps in the evenings, early in the mornings and on Sundays.

The reason these drivers can do so much is because they have Motor Corps first on their list of "musts" and many a one does three, four or even five details a week. The more we have to do the more we seem able to do. Whenever equipment rolls for Red Cross the Motor Corps driver is at the wheel, and equipment is rolling from 12:15 A.M. to midnight-a long day to be covered! With Limited Service working the "night shifts"and the regulars whenever and wherever needed, the Motor Corps carries on.

If you really want some knowledge of our different details, ask those for whom we drive; the ten Volunteer Special Services as well as War Fund, Public Relations, Camp and Hospital Service, the Blood Donor Service, Chapter and National officials. Also the veteran Hospitals depend on Motor Corps to transport their convalescents and entertainers. It's a big "little" corps doing a wonderful job!

DIETICIAN'S AIDES TO THE RESCUE

by Mrs. Harvey B. Bolton, Chairman
Dietitian's Aide Corps

Mrs. Harvey B.Bolton

The Dietitian's Aide Corps is one of the newest of the Red Cross services assisting the local hospitals. It is not as well known as its hard working members deserve. It now has an enrollment of 72, the highest number since its beginning. 32 members are "week-end aides" or women who are employed during the week and give part of their free Sundays to volunteer work. The first class of week-end aides was trained as an experiment and proved such a successful and welcome innovation to the hospital dietitians that a second and larger class is completing training this month.

One Sunday in early June, one of the local hospitals was confronted with a real emergency when there was an unprecedented shortage of maids. 18 of them were absent at breakfast time. This continued for several Sundays, and the Dietitian's Aide Corps is very proud of the fact that 18 women, most of whom were week-end aides, volunteered for duty on each of these Sundays. They worked from 8:00 a.m. to 1:00 p.m. getting out the breakfast and dinner trays for patients, then returned from 4:00 to 6:00 p.m. to assist with the serving of supper.

Owing to increasing demands of the local hospitals, the Corps could use many more volunteers than we have enrolled at present. We hope to have two large classes to train in September, one for the day volunteers and one for the week-end members of the Corps.

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The verses used on page 1 are from the
poem"Life's Day"by Robert H. Davidson.

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Captain Mildred McAfee of the WAVES looks on, as Mrs. Julian Woodward, Acting Chairman of the Nurse's Aide Corps for the District, assists Lt. Colonel Leonce Legendre of the O.C.D. in the presentation of O. C. D. Service Awards to one of the eighty Nurse's Aides who received them in recognition of 500 to 2,000 hours service, at a Flag Day ceremony at the Pan-American Building.

NURSE'S AIDES IN THE HOSPITAL CRISIS

by Mrs. Julian Woodward, Acting District Chairman
Nurse's Aide Corps

In these days a Nurse's Aide Corps in a city like Washington finds itself almost apologetically trying to explain why it isn't three times as big and four times as active. Newspapers burst out with articles on the needs of hospitals; people are so stirred that they want to plunge in immediately and help. There is a hue and cry, and in the midst of it might well be heard the query, "Where are the Red Cross Nurse's Aides?" One answer is, for example, that here in Washington last month 716 Aides gave to the hospitals and the Blood Donor Center 23,376 hours, -- equivalent to 2,922 eight-hour days. Even though that is a service of which we are proud, we need and want to train more day-time Nurse's Aides. With the exception of the just-started evening service at Gallinger we have almost enough evening Aides to meet the requests of the hospitals.

The three most crying needs of the hospitals today are for trained nurses, Nurse's Aides, and "Housekeeping Aides". Even under ideal circumstances, the Red Cross Nurse's Aides can fill only the second of these needs. Our Aides are well-trained in an 80-hour course; they train three hours a day, Monday through Friday, for almost seven weeks, and emerge from that training not nurses but competent to aid nurses in almost everything except the giving of medication. The lack of trained nurses, under whose supervision we must work, is a situation of growing seriousness in most hospitals. The other great hospital lack is for people whom we might call Housekeeping Aides, - to attend to those dozens of detailed duties which enable a hospital to operate smoothly, - but for the performance of which almost two months of intensive training under a registered nurse is not necessary. By this statement it must never be assumed that a Nurse's Aide feels herself above these duties, for many are the hours she puts in scrubbing utility rooms, sorting linen, straightening up, etc. But it seems not amiss at this time to emphasize the fact that a Nurse's Aide is trained primarily to perform the special greatly needed and highly responsible function indicated by her name, and that function is only one of many which combine to meet a hospital's needs.

...KNOW YOUR RED CROSS RADIO PROGRAMS...

Thursdays	-	1:00 pm	WRC
Saturdays	-	1:00 pm	WWDC
Sundays	-	4:15 pm	WINX

TONGUE IS RATIONED

by Mrs. Franklin Farrington, Vice Chairman
Speakers' Bureau

It used to be a case of "Pity the poor person who has to try and contact various clubs and organizations to place speakers." The tongue of a honey bear was necessary to convince program directors that the speaker offered was really super. All over the country Speakers' Bureaus and Public Speaking classes flourished. It was possible to obtain speakers for every possible occasion and on any subject. There were thousands of them ready to give tongue at any moment. They could be selected or rejected with impunity. But war has wrought its change here as in everything.

The Speakers' Bureau of the District Chapter is now having its difficulties in fulfilling its engagements with competent and versatile speakers. It has occurred to us that members of all Red Cross Corps could help; already there are many speakers in the various corps on their specialized work. We are therefore asking all interested in Public Speaking to please get in touch with the Speakers' Bureau of the Chapter - Telephone, EXecutive 0055. We will be delighted to give you further information. We have a complete Speaker's kit, sort of mental first aid for speakers, and a Speaker's handbook is in process of compilation. At the end of summer it is our intention to have a round table forum for speakers. Open discussion will help all of us to the best means of interesting the public in the vital message of the American Red Cross.

CALLING ALL HOME NURSING GRADUATES

NOW IS YOUR CHANCE TO USE YOUR TRAINING AND KNOWLEDGE TO MEET A DESPERATE EMERGENCY WHICH THREATENS THE HEALTH OF YOUR COMMUNITY ..... THE HEALTH OF YOUR OWN FAMILY. GLENN DALE SANATORIUM NEEDS YOU NOW TO ASSIST IN THE CARE OF ITS PATIENTS.

Glenn Dale Sanatorium for tubercular patients is so short of nurses and nurses' assistants that it is threatened with the necessity of closing down some of its wards and throwing many of its patients back into the homes of the city. The District Red Cross asks its Home Nursing graduates to consider seriously this remarkable opportunity to step into a wartime emergency situation and help keep the home front safe. The danger of your developing tuberculosis is probably even less in a tuberculosis sanatorium than in general hospital practice, due to closer supervision and careful training in special techniques and procedures. You will be given thorough training by Public Health Department nurses. Please get in touch with the Home Nursing office immediately. If you haven't taken the Home Nursing course, take it now -- and prepare yourself for greater usefulness in the Fall. Call Hobart 6800, Ext. 3, at once.

1 CENT 1

SCHEDULE OF CLASSES

GRAY LADIES: REpublic 8300, Ext. 290
Apply now for September classes for Gallinger, Providence and Children's Hospitals.

MOTOR CORPS: REpublic 8300, Ext. 137
Apply now for Fall classes.

DIETITIAN'S AIDE: REpublic 8300, Ext. 530
Prerequisite to September classes: 20-hour Nutrition course starting July 11, Walsh House

CANTEEN: REpublic 8300, Ext. 266
Provisional memberships now open to those willing to serve in Summer Garden Canteen.

NURSE'S AIDE: REpublic 8300, Ext. 248
Apply now for day classes beginning July 17th and August 14th.

FIRST AID: REpublic 8300, Ext. 95
Two standard classes beginning July 10th, Central High School, and July 11th, Roosevelt High School

Sec. 562, P. L. and R.

Public Relations Department
Chamber of Commerce
H Street at Connecticut Avenue
Washington 6, D. C.

WOMEN'S BUREAU
JUL 15 1944
DEPARTMENT OF LABOR

Director of Information Division,
Women's Bureau
Room 1316, Department of Labor Bldg.
14th St. & Constitution Ave.
Washington 25, D.C.

UNITE
WASHINGTON

Robinson

OMEN'S BUREAU
NOV 13 1944
ARTMENT OF

Chapter Digest

Mrs. Jerauld Wright. Editor
Vol. 1, No. 7 Washington, D.C. October 1944

DON'T FAIL OUR ARMED FORCES!

All informed, clear thinking people are aware that there has been a slackening in the efforts of many since the great news came that Paris was freed of the Nazi yoke. This has been most obvious in the falling off of appointments at the Blood Donor Center which might be considered a type of barometer of the mental attitude of the average citizen. Recently, a letter written "at sea" by a man on an American warship in the Pacific, made particular stress of the fact that the war news in Europe is encouraging and that we can safely say that we have command of the Central Pacific, but the fear among the men out there is that "the folks back home" will let down after the battle in Europe is finished.

That is indeed a challenge! The Japanese are counting on the time element, in fact it is just what they need. It is up to everyone at home to keep up the pace, for victory in the Pacific is only possible if every phase of war work - from Red Cross activities to ship, plane and ammunition building - continues at top speed.

If you have not given a pint of blood lately, make an appointment today at the Blood Donor Center, DIstrict 3300. Over and above the regular weekly quota of 4,000 pints of plasma which is counted upon from the D.C. Center, we are now charged with collecting weekly over 1,000 pints of whole type "O" blood which is flown to European battlefronts. Daily, a plane leaves from New York with 1,000 pints of whole blood collected from the centers in New York City, Boston, and Washington.

AN OPENING FOR SKILLED VOLUNTEERS

A conference will be held in New York on October 31st, of all Arts and Skills chairmen of the North Atlantic Area. Mrs. Robert Dunlap, Chairman for the D.C. A.& S.C., has been invited to speak at this meeting due to her experience and success in furthering this R.C. project. The work of the corps is expanding daily and developing as the need for it increases with the arrival in Washington of more and more wounded men from the battle zones. Art classes are extremely popular with the convalescents and have proven to be great morale builders. More skilled workers are needed in order that there will be no curtailment in the activities of the A.&S.C. For the past few months some ninety skilled volunteers have been working with convalescent soldiers in Washington, but more can be used in the expanding program mapped out for the coming year.

...KNOW YOUR RED CROSS RADIO PROGRAMS...

Tuesdays	8:00 pm	WWDC
Sundays	4:15 pm	WINX

"Peggy and the Soldiers", a new Red Cross radio program, made its debut on Sunday, October 15th. Peggy is none other than Peggy Le Baron, star of "Let 'Em Eat Cake", "Of Thee I Sing", and other Broadway hits. Every Sunday afternoon from 4:15 to 4:30 pm, Miss Le Baron will be heard over WINX from the Red Cross recreation room at Walter Reed Hospital. This program is looked upon by the convalescent soldiers as their Sunday party which starts at 3:30 pm with request songs by Miss Le Baron accompanied by Miss Marjorie Campbell, another hard-working volunteer. By the time the program is on the air everyone is in the mood for fun and music. There is talent to burn among the convalescent soldiers at Walter Reed; expert singers, accordianists, tap dancers and pianists are in abundance, and among the patients is a young man who has sung with the Metropolitan and who is scheduled to give a recital at the White House in the near future. These men will appear during the winter on the Sunday afternoon party program from Walter Reed Hospital.

THE NEED FOR NURSE'S AIDES GROWS

Mrs. Patrick Hill, appointed last spring as Chairman of the Nurse's Aide Corps of the District, has now taken office and is engrossed in her work at headquarters in the DAR building. It is no small task with which Mrs. Hill is faced, particularly at this time when the call for more Nurse's Aides is heard daily - a call growing stronger and stronger as the request comes from every hospital in the District of Columbia.

One Sunday morning this autumn, fifteen members of the Corps spoke to the congregations of as many churches in southeast Washington, making urgent appeals to the women to enroll in daytime Nurse's Aide classes. These Aides, wearing their crisp blue caps and blue and white uniforms, carried the following message which bears repetition and is given here verbatim:

> "I am here to bring you an emergency appeal for more Nurse's Aides at Gallinger Hospital. I myself am an Aide there and can speak of what I know. We need help urgently and quickly. Our hospital is well equipped but we need more trained people to use that equipment. Our hospital can take excellent medical care of hundreds of sick people, but we need more help to do it. We have wonderful nurses, but not enough. Why? Because nurses are needed to care for our wounded. We, the Red Cross Nurse's Aides, are doing all we can to help. But there are not enough of us. We need more and many more. Most of us in the Corps are housewives, mothers - active women like yourselves. It was hard for us to find the time to make arrangements in our lives to take the training course which every Aide must have - three hours a day, five days a week for six weeks - 80 hours in all. But it was well worth the difficulty, and a more rewarding job would be hard to find. Will all of you please put your minds and your hearts into trying to work out some way that will enable you to give a little of your time to those of your community who are suffering? We need more Nurse's Aides - and we need you now!"

This appeal was for Gallinger Hospital but other hospitals are also shorthanded and greatly in need of more daytime Nurse's Aides. (See Schedule on last page)

HOW TO SPREAD THE WORD

The D.C. Speakers' Bureau is a busy department. During the six months covering the so-called slack summer period, over a hundred meetings were covered by R. C. speakers in Washington, reaching audiences of more than twenty-nine thousand persons. One of the District's ablest speakers is Mrs.Edward A.St.John, vice-chairman of the D.C. Speakers' Bureau. Recently Mrs. St. John returned from Hammond,Ind., where she was invited to address two R.C.meetings. At the residence of Mrs. J. Hunter Nead, Chairman of V.S.S.in Hammond, Mrs. St. John spoke to members of the Canteen Corps, giving a detailed account of the expansion of that Corps and the previous day she addressed a large audience in the First Presbyterian Church auditorium on the subject of "Red Cross Services to the Men Overseas".

Red Cross speakers may be obtained to cover meetings of all kinds by calling the Speakers' Bureau, REpublic 8300, branch 880.

WE ALSO SERVE, WHO ONLY MAN A DESK.

We can't ALL serve as WACS and WAVES
  Or be heroic NURSE'S AIDES...
Jobs that are dull, routine and humdrum
  Still must be carried on by SOME one!

Obscurely, all our parts are played...
  We ALWAYS have to work "Back stage";
To see morale's rejuvenation
  Can never be OUR inspiration.

In Red Cross cars we NEVER swish
  Nor soldiers serve some tasty dish.
No piles of sewing, knitting, dressings,
  Bring on OUR heads a Nation's blessings.

To wait on others is our station...
  Answer phones .... give information
Red Cross desk-work is OUR chore,
  We are the STAFF ASSISTANCE CORPS!

The above poem, written by a Staff Assistant, sizes up the Corps concisely. But it does not half tell of the increased assignments which the Corps is ably filling. This month a new streamlined course for training Staff Assistants started at George Washington University. It includes primarily a study of the background, history and functioning of the R. C. and many innovations have been added - movies of the R.C. and some Army Signal Corps pictures, plus tours of the B.D.C. and other Chapter activities. General discussion during the classes is encouraged and the volunteers are being addressed by prominent speakers including the Red Cross District Chairman, Mr. J. Clifford Folger; Mrs. Archibald MacLeish, National Director of C.& H.S. and Mrs. George Garrett, Chairman of V.S.S. of the District.

At present the S.A.C. is represented in seven hospitals where the assignments are varied and interesting - including work in the Penicillin Clinic at Walter Reed; manning Libraries on Wheels and assisting at night admittance desks. Above and beyond these duties, Staff Assistants furnish clerical and secretarial help to any department of the District Chapter which requests additional help and to many outside agencies, and the Corps has complete charge of all files and the appointment desk at the B.D.C., plus acting as assistant to the Doctor on duty there.

YOUTH IS DOING ITS BIT

November might be called Junior Red Cross month. From the first to the fifteenth, enrollment for new members takes place. In every private,parochial and public school a teacher has been appointed as a J.R.C. sponsor and is responsible for enrolling the girls and boys in each classroom.

The first two weeks of October found the J.R.C. well occupied preparing Christmas boxes for shipment overseas to the unfortunate children of war-torn countries. During the current year J.R.C.members will be charged with the job of collecting new games to be distributed to the armed forces. The work of this R.C.service will be kept before the public eye this month by two window displays - one in the Longfellow Building on Connecticut Avenue and another in the American Express Company office at 1414 F Street, N.W.

All parents of young girls and boys should assist the schools in every way by explaining to their children the part they may play in the Red Cross. Early training in its policies and activities will enable the boys and girls of today to work into able leaders and standard bearers for this great cause and to carry on where their parents leave off.

WALSH HOUSE NEEDS YOU

Although 1,800,000 surgical dressings have been shipped by the District Red Cross since June, there are still over ONE MILLION dressings to be completed before the end of March. Volunteers to make dressings for our wounded men are urgently needed. The residents of Washington should be apprised of these statistics and it is up to all members of the R.C. to spread the word that Walsh House, 2020 Massachusetts Avenue, is the Surgical Dressing headquarters and that volunteers will be welcome.

The following letter from a wounded Marine hospitalized in Guam is worthy of note:

"Dear Mom: I wish you could see the Marines wrapping, or making gauze bandages. Every man here in the surgical ward who can use both hands, - not me - is going at it with a vim that I believe would make the nurse aides quake with shame, I guess it's because the boys know what a bandage means. Certainly they are all using them.

"The longer I live, the more fortunate I realize I am. It is so true that no matter how bad a person has it, there is always someone who has it worse. Some of these fellows are in miserable condition, although you scarcely ever hear a groan. And, whereas in camp and combat our greatest privilege is in finding fault with everything and nothing, I have yet to hear a complaint here in the hospital. But, of course, there is nothing to complain of. It certainly is better and smoother run than any of the big commercial hospitals I have seen.

"The Red Cross seems well on the job too. I was just given a tube of toothpaste tagged, "Gift of the American Red Cross". Playing cards, shaving gear and many other small items may be had for the asking. Now for me. Last night I slept (accent on slept). Didn't wake up until after chow this morning. Just had my first shower in days and do I feel great! I'll be out of here before very long now."

Sign up at Walsh House today!

THE MOTOR CORPS COVERS THE CITY

The D.C. Motor Corps has two important and interesting assignments ahead. Besides providing the Color Guard in the Navy Day parade,October 27th, consisting of two flag bearers and two guards,it will drive three canteens, one blood donor unit and furnish three ambulances which will be on duty at the First Aid stations. On November 7th at the Americanization Program to be held at the District Court House, 4th and Indiana Avenue, the Motor Corps will again form the Color Guard.

The Corps, though one of the smallest in the District R.C., is one of the most active. The Howard University Auxiliary covers all details concerning colored hospitals and when the larger vehicles are not available the members drive their own cars. No assignment is too large or too small for the Motor Corps,- it stands ready at all times to answer the call to action.

NOTICE!

Your Public Relations Department has moved into new quarters. Please take note of the address, new telephone number and extensions and feel free to call at all times if your corps,service or committee needs publicity. Mrs. David Williamson,newly appointed vice-chairman,in charge of office management,will make the tour of the Chapter Corps on Monday mornings and you may give her any news at that time which you wish released.

Address - 1730 E Street, N.W.,
First floor of the Chapter House

Telephone - REpublic 8300

News Bureau - Ext. 884 and 885

Speaker's Bureau Ext. 880 and 881

Radio Bureau - Ext. 882 and 883

Display Bureau - Ext. 882

KNOW YOUR RED CROSS ALPHABET

A.&N.C.	Army & Navy Committee
A.P.S.	Accident Prevention Service **
# A.&S.C.	Arts & Skills Corps
B.D.C.	Blood Donor Center
B.D.S.	Blood Donor Service
# C.C.	Canteen Corps
C.&H.C.S.	Camp & Hospital Council Service
# D.A.C.	Dietitian's Aide Corps
D.P.	Disaster Preparedness
D.R.	Disaster Relief
F.A.S.	First Aid Service **
H.N.S.	Home Nursing Service
# H.&R.C.	Hospital & Recreation Corps *
# H.S.C.	Home Service Corps
J.R.C.	Junior Red Cross
# M.C.	Motor Corps
# N.A.C.	Nurse's Aide Corps
N.R.S.	Nurse Recruitment Service
N.S.	Nutrition Service
# P.C.	Production Corps
# S.A.C.	Staff Assistance Corps
S.C.	Safety Committee
V.S.S.	Volunteer Special Services
W.S.	Water Safety **

* Gray Ladies

** Under one director

Under V.S.S.

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SCHEDULE OF CLASSES

NURSE'S AIDE: REpublic 8300, Ext. 291
Class for Daytime Aides starts October 30th at Walsh House. Recruits urgently needed.

DIETITIAN'S AIDE: REpublic 8300, Ext. 530
Class starts October 22nd at Walsh House for WEEK-END aides. Course given evenings.

NUTRITION: REpublic 8300, Ext. 360
Classes scheduled frequently. Call headquarters for further information. Standard 20-hour Nutrition course is a prerequisite to Dietitian's Aide and Canteen courses.

GRAY LADY: REpublic 8300, Ext. 290
Recruits needed to fill forthcoming classes. Call Gray Lady desk for particulars.

YOUR BLOOD IS NEEDED ON THE FIGHTING FRONTS
VISIT THE BLOOD DONOR CENTER - 51 LOUISIANA AVENUE, N.W.
CALL DISTRICT 3300 FOR AN APPOINTMENT

Sec. 562, P. L. and R.

Public Relations Department
1730 E Street, Northwest
Washington 6, D. C.

Director of Information Division,
Women's Bureau, Dept. of Labor Bldg
14th & Constitution Ave. (Room 1316
Washington, 25, D. C.

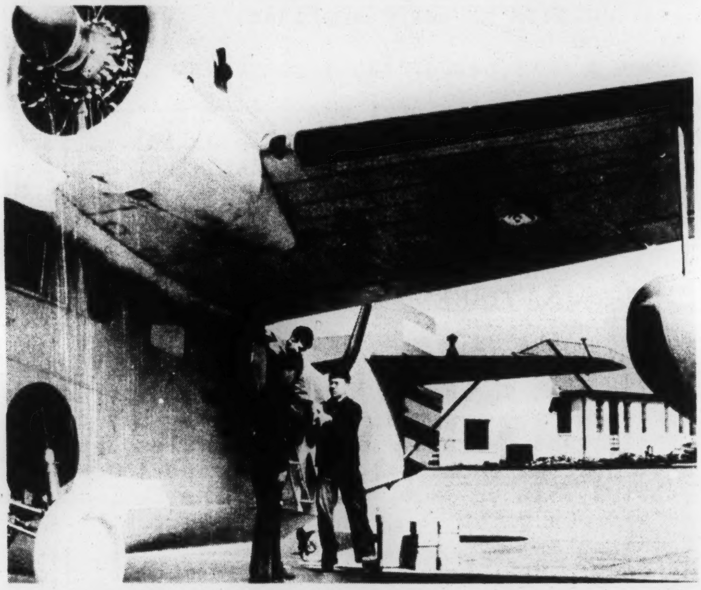
UNITED STATES
WASHINGTON

Chapter Digest

Mrs. Jerauld Wright, Editor
Vol. 1, No. 8 Washington, D. C. November 1944

AN URGENT APPEAL FOR MORE BLOOD DONORS

The Blood Donor Center has undergone some disheartening times during the past few months. Day after day there have been cancellations of appointments and many persons have just failed to appear without a word of explanation.



Loading Blood Plasma onto a Navy Transport Plane

The "box score" carried daily in the Washington Evening Star and the Washington Post has kept this information before the public eye and though there has been a turn for the better, the cry is still for more donors. It is no longer news that universal "O" type whole blood is being flown daily to France; that project was started last August, but on November 13th the United States Navy Department announced that whole blood is being sent to the Pacific theatre of war. A preserving solution is used and with the newly developed refrigeration equipment, the blood can be kept medically usable for as long as twenty-one days. Regular flights to the far reaches of our Pacific bases make it possible for the first time, to have blood from the donors in the United States transfused into a casualty within forty-eight hours after it has been taken from the donor. The Government Group program can boast of a far cleaner slate than the individual donors who have shown serious signs of apathy toward this vital Red Cross activity. There seems to be no possible excuse for the shortage of donors. It cannot be that the masses do not know of the Blood Donor Service - whether or not the individual has a member of his family in the service has nothing to do with the case - THIS IS OUR WAR and everyone who is physically able should give his blood to OUR WOUNDED.

Much has been said and written by informed men in the medical world of the wonders performed by blood transfusions. It is a very small thing for an individual to give a pint of blood to help save the life of a man wounded in the horrors of the war he is fighting to make the world a safer, finer place for the future.

It is the duty of every American to encourage regular visits to blood banks. Why not gather together a group of friends, set a date, stick to it and return regularly every two months?

THIS IS A DEFINITE PLEA FOR CONTINUED SUPPORT OF ALL BLOOD DONOR CENTERS. The war is not over but it is entering a phase where it is possible to contemplate and speak of the end: WE MUST NOT LET OUR FIGHTING MEN DOWN WHEN THEY NEED OUR SUPPORT AND OUR BLOOD TO GIVE THEM LIFE TO FINISH THE FIGHT.

CHRISTMAS CHEER FOR WOUNDED VETERANS

Thanks to the Camp & Hospital Council Service, every wounded serviceman in hospitals in this vicinity will receive a present on Christmas Day. The Treasury Unit of the Red Cross will supply gifts, plus a party and decorations, for all patients at Forest Glen, the convalescent section of Walter Reed General Hospital. The Junior League has voted $500.00 toward this project, while the Pan Hellenic Association and various other organizations have contributed thousands of presents.

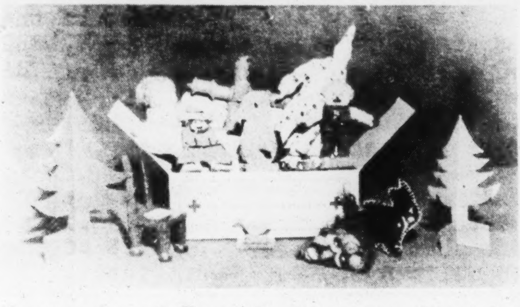
This month Mrs. Lewis Thompson was appointed chairman of the newly formed Flower and Garden Committee under C&H.C.S. The committee is active on plans for decorating the hospitals during the holiday season. Already the Red Cross at Naval Medical Center has requested from the committee large quantities of colored crepe paper out of which the patients will make their own decorations. Tree trimmings - anything but those made of paper - are in demand and contributions of strings of electric light bulbs, icicles, etc. will be greatly appreciated. Call Mrs. Thompson, REpublic 8300, Ext. 598 for further information. This Committee has the active co-operation of the Florists of the city who are assisting in every way to bring cheer to our wounded, hospitalized servicemen.

PREPAREDNESS AROUND THE CLOCK

Due to a step-up in emergency calls, the Canteen Corps of the District has appointed Mrs. Charles Hurd as vice-chairman in charge of Emergency and Special Services. Mrs. Hurd's recent report showed various military calls which necessitated the corps being activated at all hours from midnight to five in the morning to fill requests for canteen service at Union Station where hundreds of soldiers were given hot coffee and other refreshments. Besides these on-the-minute calls, Mrs. Hurd's committee has been on duty at Mt. Alto and Bolling Field Hospitals and at Walter Reed and Forest Glen to prepare and serve refreshments at evening parties for wounded servicemen. These parties mean much to the veterans and the assignments are continuing. The entertainments are arranged by the hospitals but all refreshments are prepared and served by Red Cross Canteen Corps members.

WELL DONE, JUNIOR RED CROSS

The report of the Department of Manual Arts, Divisions 1-9, of the Public Schools of the District of Columbia for the school year 1943-44 gives some statistics which are worthy of note. It is doubtful if the average person realizes the work turned out by Junior Red Cross school children. The report states that 11 Ping Pong tables were made for distribution to the Naval Medical Center, Walter Reed and Fort Belvoir; 263 wooden wrist watch holders were constructed while 374 metal holders were turned out; the children made no less than 117 lamps (standing and table); 105 shoe shine kits; 70 canes (for wounded veterans); 210 game kit boxes; 23 cribbage boards; 781 dietitian card holders; 10,000 menu covers and 10,000 rules for various games. These figures were picked at random from the list in order to give a small idea of the big job Junior Red Cross members are doing. In most cases all supplies and materials, including hardware, paint, abrasives, lumber, etc. are furnished through the co-operation of the Red Cross.



Contents of Xmas Boxes sent Overseas

Enrollment of J.R.C. members is being carried on at the present time in all public, private and parochial schools in Washington, D.C. A recent report states that twelve First Aid classes have been organized within the schools; and the production of 1500 Christmas seals; 250 Christmas cards and 500 Halloween favors for Fort Meade, 200 Halloween favors for St. Elizabeth's and a total of 594 overseas boxes, were completed by Juniors.

NUTRITION SERVICE, AT YOUR SERVICE

"You can't build a 1-A family on a 4-F diet", so says Miss Melva B. Bakkie, National Director of the Red Cross Nutrition Service. Miss Bakkie pointed out that the R.C. Nutrition Service has been working to help assist homemakers to provide nourishing meals for their families. Dr. W. H. Sebrell, Medical Director of the U.S.Public Health Service, has stated that in the midst of the wartime boom hundreds of Americans have died of nutritional deficiency diseases. This problem seems one which has affected all sections of the country - from the farm to the city and groups of all incomes.

There are some 5,000 instructors and nutritionists in the 2,500 Red Cross chapters. These trained volunteer nutrition aides have taught some 625,000 in classes while thousands of others have been helped through other activities. Food and nutrition information centers have been set up in stores, and the R.C. takes part in local food preservation activities, in many instances setting up canning centers and loaning equipment or staging demonstrations by means of mobile canteen units. Whenever requested the R.C. also has assisted in the development of school lunch programs.

In co-operation with the Home Service,nutritionists are being called upon more and more to advise servicemen's families how to plan their meals to best advantage, on limited incomes. In many cases the nutritionist has gone into the home kitchen to demonstrate for an individual family or group of neighbors.

The District R.C. Nutrition Service, located in the DAR Building, is one of the most active in the country in furthering the nationwide movement for better nutrition. For further information call REpublic 8300, Ext. 360.

10,000 ARMY NURSES NEEDED

10,000 NURSES MUST BE RECRUITED FOR THE ARMY WITHIN THE NEXT FEW MONTHS. This large figure has been given out by the Surgeon General of the Army, Maj. Gen. Norman T. Kirk,in citing the critical shortage of nurses in the service. At the present time 27,000 nurses are serving overseas, leaving 13,000 at home and we must continue to send all the nurses requested overseas, whether it strips the hospitals in this country or not.

The civilian population must appreciate the fact that if the Army does not obtain the required number of nurses, our husbands, sons, fathers and brothers on the fighting fronts may suffer needlessly. Everyone on the home front must ask himself, when illness strikes, if the case honestly requires the services of a trained nurse - non-essential trained nursing care must be abandoned while the fight is still on. There is an urgent appeal to civilian nurses to sign up with the Army Nurse Corps and for nurses in a retired status, who are physically able, to endeavor to return to active nursing duty.

For further information relevant to this appeal, call the District Red Cross Nurse Recruitment desk, REpublic 8300, Ext. 517, or make a personal visit to the office in the Chapter House, 1730 E. Street, N.W.

Scene in an Army Tent Hospital

THE CHAPTER MANAGER REPORTS

The Chapter Bulletin, formerly published monthly, has been discontinued and the Digest now becomes the official monthly publication of our Chapter. The statistical information on a monthly basis of Chapter activities formerly carried on the last page of the Bulletin will continue to be listed on the last page of The Digest.

With the coming of the fall months, a noticeable increase in Chapter activities can be seen. A number of training classes in all services are in progress to better equip workers for their assignments, and additional daytime workers are needed.

Nurses for our armed forces are sought - the shortage is serious. Our Nurse Recruitment Secretary in the Chapter House has all the information, - refer prospects to her.

Blood Donors wanted - make your appointment to give at The Center.

(Signed) Nat C. Wilson

Chapter Manager

Figures included with respective Services General Activities	VOLUNTEERS	HOURS	OUTPUT
First Aid	73	441	128 Certified
Accident Prevention	0	0	0
Water Safety	5	111	24 Certified
Home Nursing	26	427	47 Standard 33 Short Course
Junior Red Cross	9	161	
Nutrition & Canteen Training	13	340	24 Certified
Army & Navy Committee	37	553	
Camp & Hospital Service	45	1251	
Emergency Services	14	240	
Clerical	88	1088	
TOTAL - - -	5,069	113,342	

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NOTICE

Mrs. J. K. Taussig, wife of Vice Admiral Taussig, has been appointed vice-chairman of the Red Cross Army and Navy Committee of the District Chapter. Announcement made recently by Mrs. Leven C. Allen, Chairman of the Committee.

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Seventy Gray Ladies, from 7 hospitals, will be veiled at a mass graduation on Wednesday, November 29th in the Hall of Flags, Chamber of Commerce Building, at 4:00 PM. Col. Howard A. Rusk, Medical Corps Chief, Army Air Forces, will address the graduates. Gray Ladies are working in the following hospitals, Bolling Field, Children's Hospital, Episcopal Eye, Ear & Throat Hospital, Garfield Hospital, Gallinger Municipal Hospital, Home for Incurables and Providence Hospital.

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R.C. Dietitian's Aides have added a seventh hospital to the list of those in which they serve in the District. The week-end aides are greatly in demand and on the list are a number of women serving in the armed forces, who give up their one day of rest - Sunday - to help in diet kitchens of the hospitals of this city. For further information relevant to the Dietitian's Aide Corps call REpublic 8300, Ext. 530.

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STATISTICAL DATA OCTOBER, 1944

Blood Donors Recruited	
Fixed Center	8861
Mobile Units	6232
War Prisoners Packages	14

VOLUNTEER SPEC.SERVICES:	VOLUNTEERS	HOURS	OUTPUT	
Administration	6	623		
Staff Asst. Corps	312	9431		
Garments Sewed	1108	11102	1835	Garments
			597	Repaired
			214	Layette Items
			7150	Kits
			969	Misc.
			1392	War Relief
Garments Knitted	1097	30145	606	Armed Forces
			968	War Relief
			196	Hospitalized
Canteen Corps	396	7582	17654	Service Men & Women
			13872	Blood Donors
			8901	Civilians
Dietitian's Aide Corps	45	684		In 6 Hosp. - 0 Certified
Motor Corps	185	6270	25451	Mileage
			7158	Persons
			2448	Packages
			3305	Calls
Home Service Corps	104	3316		
Nurse's Aide Corps	660	19601		16 Hosp. & Blood Donor
Hosp.& Recreation Corps	392	13282		In 13 Hosp. 16 Certified
Arts & Skills Corps	145	2651		
Takoma Park Branch	309	4043	355	Garments
			26435	Dressings
			612	Meals

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RED CROSS CLASSES SCHEDULED

HOME NURSING: Two classes planned: One starts Monday, December 11th, at Walsh House. Hours, 10:00 AM to noon, Mondays and Wednesdays.

Second class starts Wednesday, January 3rd. Hours, 1:30 to 3:30 PM, Mondays and Wednesdays.

Miss Irene B. Lucas, Assistant Director, will instruct both classes.

For further information call
HObart 6800, Ext. 3

NURSE'S AIDES: Day class starts Monday, January 8th, at Walsh House. Aides to be trained for Gallinger and Georgetown Hospitals; a few graduates from each class will be given duty at Children's Hospital.

For further information call
REpublic 8300, Ext. 291

Sec. 562, P. L. and R.

Public Relations Department
1730 E Street, Northwest
Washington 6, D. C.

Director of Information Div.
Women's Bureau, room 1316, Dept.
Of Labor Bldg.
14th & Constitution Ave. N.W.
Wash. 25, D.C.

UNITED STATES

RED CROSS BULLETIN

DISTRICT OF COLUMBIA CHAPTER

SAVE FOR MARCH! GREATEST WAR FUND IN RED CROSS HISTORY!

Vol. 3. No. 8 January 20, 1944

FIVE MILLION PINTS OF BLOOD FOR ARMED FORCES

Expressing the "earnest wish that no American fighting man shall fail to return for lack of blood", the Surgeons General of the Army and Navy, in a letter to Chairman Norman H. Davis of the American Red Cross, have asked for 5,000,000 additional pints of blood to be collected for the armed forces during the coming year.

The new quota, which brings to more than 10,000,000 pints the total amount requested since the inception of the project three years ago, was sent out in a joint letter signed by Major General Norman T. Kirk, Surgeon General of the Army and Rear Admiral Luther Sheldon, Jr., Acting Chief of the Bureau of Medicine and Surgery, United States Navy. It stated that the request covered the Army-Navy needs for both plasma and serum allumin, and expressed "the gratitude of the fighting forces" to the American people and the Red Cross for having attained the 1943 quota a month ahead of schedule.

It is hoped that with the holiday season over and the flu epidemic on the wane that it will not be necessary to plead for donors for our own center. According to all reports a huge scale invasion is about to take place and that means thousands of casualties. If those men don't have plasma they will die. It will be too late to save them. Don't delay in making your appointments to give your blood to the men who are fighting for your country!

A story illustrative of what plasma means follows: An Island in the South Pacific. The lines in front of the "blood centers" in every city and town in the United States from New York to Millville would never end if the folks back home could see how many young lives their "canned" plasma is saving every day. Hundreds of soldiers, sailors and marines have been snatched from the jaws of death to live -and fight- again another day, because John Doe in D. C. and Jane Roe in Hohokus made a deposit, in blood, with the local Red Cross.

Plasma has rescued fighting men from disaster behind the lines too. In the ceaseless grind to keep the channels of communication open and the supplies moving relentlessly forward, the toll of casualties has been substantial. Plasma has cut down the fatalities in the essential "rear" areas as well.

Corporal Morton is a truck driver, engaged in hauling food and ammunition to and from the depots of supply. He says, from his hospital bed: "I was near my truck when it suddenly caught on fire. There was a can of gasoline nearby. In order to keep the gasoline away from the fire in the truck, I lunged for the can. I must have spilled some of the gas on my clothes because before I knew it, my clothes were on fire".

Other men working nearby, seeing the living torch, rushed to put out the flames. He was speeded to a nearby hospital where he was given 22 pints of plasma which saved his life. He is slowly and painfully recovering. Twenty-two anonymous blood donors back home contributed to the Corporal's rescue.

Mr. Leopold Dubov, who is the Executive Director of the Jewish Braille Institute of America, Inc. has recently organized the "Louis Braille Blood Donor Club" and has written an open letter to the blind of America to contribute their blood and to belong to the club. He says in part: "But what is even more thrilling to us about this surgical wonder-worker is the glorious fact that our sightless fellow-citizens, too, can now literally give their blood for their country. They too, -meaning you and you and you- have it in your power to help give back at least one young American life to his loved ones".

FILMING PRISONERS

Arrangements have been made through the International Red Cross to make a film of American prisoners of war in some of the German camps. When the film showing American prisoners reaches this country, every effort will be made by the Red Cross to arrange for its nation-wide exhibition.

WAR CAPTIVE MAIL HUGE

Latest statistics received from Switzerland show that from September, 1939 to June 1943, the Central Information Bureau for Prisoners of War, maintained by the International Red Cross received 24,602,000 pieces of mail. The monthly average had risen from 25,000 in 1939 to 905,000 by end of June 1943. Incoming correspondence in June 1943 from prisoners of war and civilians amounted to 1,093,000 and outgoing pieces of mail in this particular department numbered 1,183,000.

RED CROSS SENDS MILK AND VITAMINS FOR FAMINE VICTIMS IN INDIA

The American Red Cross is preparing to ship very shortly 500,000 pounds of evaporated milk and almost 2,000,000 multi-vitamin tablets for the victims of the famine in India, it was announced recently.

The shipment of milk represents the equivalent of a million quarts, and the vitamin tablets are sufficient for ten thousand children for three months Red Cross officials said.

The Indian Red Cross recently co-operated with Red Cross officials in transferring the relief cargo for American prisoners of war in the Far East from the exchange ship Gripsholm to Japanese ships in Portugese India, and also cabled offers of aid last year when serious floods occurred in the United States.

PLANS FOR UNITED NATIONS PRISONERS IN FAR EAST

A joint policy of future action for providing relief through Red Cross channels to United Nations prisoners of war and civilian internees in the Far East has been agreed upon at a conference between the American Red Cross, British Red Cross Society and Canadian Red Cross Society.

The aim of the conference was to establish a regular relief service which would benefit all United Nations prisoners and internees in the Far East and which would supplement what has been done so far. The conference brought out that a regular flow of relief to the Far East cannot be established without the cooperation of the Japanese authorities which, despite numerous representations by the governments and the Red Cross Societies, has not yet been secured in this connection.

As the Japanese government has cooperated by carrying to Japan for distribution the large quantity of relief supplies shipped on the exchange vessel Gripsholm and the British ships, and as Japan has offered to consider receiving and distributing further such supplies forwarded via the Soviet Union, the conference still hopes through joint action to establish shipping routes for a steady flow of relief supplies to the Far East, the food, medicines, clothing and other articles to be purchased mainly in the United States and Canada.

The conference said that its joint machinery has already started working and is being applied to the handling of the shipment of relief supplies to Vladivostok, which recently has been made through a west coast port.

THANK YOU'S

Somewhere in England: Hello: Just a little note of appreciation for the kindness and thoughtfulness you have shown for us fellows in uniform.

The little bag of useful articles you have so generously given us was appreciated by all. It is something we shall never forget and rest assured that we have and are still using those articles to good advantage. The cigarettes, soaps, razor blades - those were the articles that really came in handy, and this writing paper. It felt good to be able to write and be able to relieve the tension and the loneliness. It did calm the men a great deal. It kept them from jumping at each other's throats and saying things they would have regretted later on.

We enjoy the hospitality of your canteens here, and we are mighty glad to be stationed where your services are organized and able to take care of us.

The men that work with me and myself say once more "thanks" and at the same time wish you the most holiday wishes one can offer. Wishing you to know that we haven't forgotten that you are solidly behind us we wish you a good American "Merry Christmas" and a Happy New Year.--

Dear Friends: I am a sailor stationed aboard this ship and am writing this letter not only for myself, but for the entire crew, thanking each and everyone of your members there at the American Red Cross, for the very lovely gifts you sent us. We received aboard this ship enough "Ditty Bags" for each man to have one including the officers.

I was over in Africa several months ago, and the Red Cross over there treated us swell. When we didn't have any place to go or anything to do, well, the Red Cross soon fixed things up for us.

I think your organization is the greatest in the country and I'm certain the rest of my shipmates feel the same; you are doing wonderful work, and we hope you keep it up until Victory is ours.

If any of your members would like to correspond with me, I'd be only too glad to do it. I'm 20 years old, five foot five, weigh one hundred and fifty, brown hair and eyes, and for enjoyment I love to dance. I promise to answer all letters too. (Anyone interested?)

The WAC letters are coming in now. Dear Sirs: I want to thank you for the lovely duffle bag I received in board ship from your chapter. If you only could have seen our faces and our happiness it would have paid you for your trouble and kindness. Way off in the middle of the ocean, something from home, we were like kids opening Christmas packages - and every article so necessary and useful.

The bobbie pins got the biggest cry of joy - we were unable to buy any where-ever we went. Also the Cleanex and all the thoughtfullness of your chapter.

Little things like that help you to keep your chin up. Thank you again and again.--

Greetings from the Land of Mystery: I really didn't know how to address my letter but I'm here to sincerely thank one and all of your organization for the wonderful gift that was given me when I got here. I know deeply what you all are doing to help our morale and one really is thankful to be an American for more reasons than any. Our spirits are high when we have the backing of organizations like yours. I am a little ways from civilization and if ever I get back to a city, I will look up the Red Cross as I know they have recreation centers.

I close now, with sincerest thanks again and best of wishes in all that you do to keep us smiling, We'll keep our flag flying and may we have a speedy victory and peace soon.--

PUBLIC RELATIONS COMMITTEE
SALLY FOSTER, EDITOR.

Sec. 562 P. L. & R.

PUBLICITY ✚ DEPT.
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AMERICAN RED CROSS
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Washington 25, DC.

Army's Women Flyers Set New Safety Mark

A new safety record in military flying has been set by the **WASPS**, the civilian women pilots with the Army Air Forces, who recently rounded out their first year of activity.

They flew the equivalent of 3,000,000 miles for each fatal accident, the War Department disclosed yesterday. Their present rate is .05 fatal accidents for each 1,000 hours of flying, while the overall fatality rate in the United States for the [illegible] forces is .07.

There now are 900 WASPS in [illegible] service. Their chief, Miss Jacqueline Cochran, explained the safety record this way:

"The regret we feel at the [illegible] loss of one of our women pilots serves to increase our determination to keep the rate of fatalities at the lowest point. Out constant efforts in this direction have [illegible] rewarded."

Star - ?

Dec? '43 or Jan 7 '44